

File #:

62-116395

Serial Scope:

201-Butkey

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HQ-116395

Serial 201



62-HQ-116395-E201

BULKY

3008

FBI - CENTRAL RECORDS CENTER

HQ - HEADQUARTERS

BOX 3608

Class / Case #	Sub	Vol.	Serial #
0062 116395	1	201	ONLY

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HQ -116395

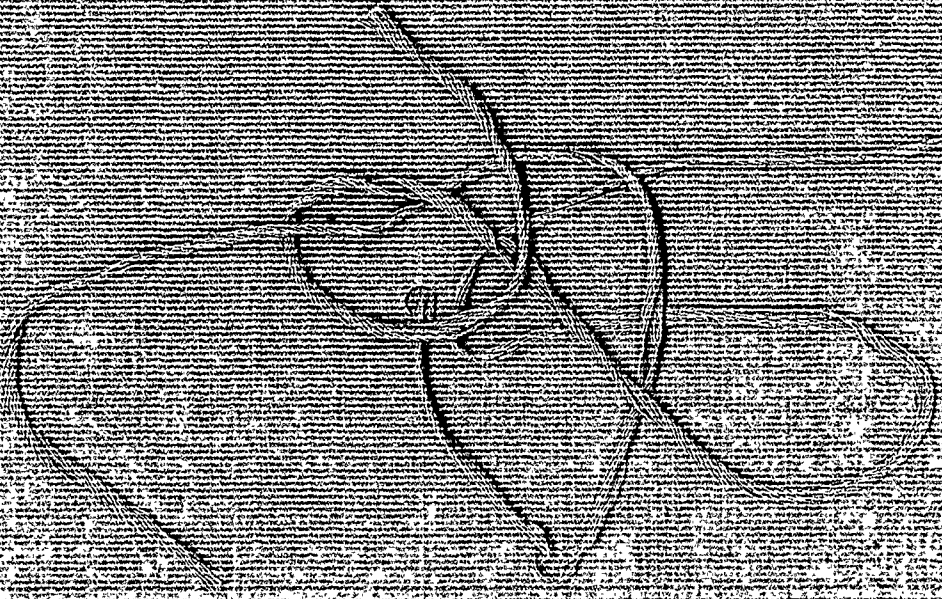
Serial 201



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BULKY

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5/22/75

HWD/SFP:cmc

The Attorney General UNITED STATES SENATE SELECT
COMMITTEE ON INTELLIGENCE
ACTIVITIES

Rememo from SSC 4/10/75 & appendices thereto,
rqstng certain documents & other info from FBI.
Atchd for ur approval & forwarding to Committee is
original of memo, one copy of document cptnd "FBI
Indexing Procedures" which concerns FBI's filing
system & one copy each of 13 Tables of Contents
for FBI forms. A copy of this memo w/encls being
provided for ur records.

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INTELLIGENCE DIVISION.

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- 5-1 ✓ Publications Routing Slip to the Field
IS-3
- 5-2 ✓ Weekly Delinquency Report
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
- 5-6 ✓ ROUTING SLIP (Rev. 6/19/75)
- 5-7 ✓ ROUTING SLIP
- 5-9 ✓ ROUTING SLIP
- 5-9a ✓ ROUTING SLIP
- 5-10 ✓ ROUTING SLIP
- 5-15 ✓ ROUTING SLIP
- 5-18 ✓ ROUTING SLIP
- 5-31 ✓ Letter to the Commissioner, RCMP, Requesting
Investigation in Canada
(thin white letterhead available)
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- 5-32 ✓ Publications Subscriptions Record
IS-3
- 5-34 ✓ Letter to Field re Foreign Police Cooperation
Cases (RCMP)
(thin white letterhead available)
CI-3, CI-4
- 5-38 ✓ Letter to the Commissioner, RCMP, Transmitting
Results of Investigation
(thin white letterhead available)
CI-3, CI-4

- 5-46 ✓ Russian Official Index Card
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- 5-59 ✓ Work Status Report
CI-2
- 5-59b ✓ Work Status Report
CI-1
- 5-63 ✓ Report Register
IS-2
- 5-78 ✓ ROUTING SLIP
- 5-80 ✓ Monthly Statistical Tabulation
CI-1, CI-2
- 5-81 ✓ Monthly Recapitulation
CI-1, CI-2
- 5-86 ✓ Soviet Diplomatic Couriers Arrival - Departure Record
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- 5-86a ✓ Follow-up Sheet for Soviet Diplomatic Couriers
Arrival - Departure Record
CI-1
- 5-87 ✓ ROUTING SLIP
- 5-88 ✓ Stop Notice *Deleted 5-14-75*
CI-1, CI-2
- 5-90 ✓ ✓ Mail Count Analysis
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- 5-113 ✓.... Informative Note (4x5½)
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- 5-113a ✓.... Informative Note (5½x8)
CI-1, CI-2, CI-3, CI-4
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- 5-118 *2.3.31* Index Card - Bureau Informant 200 Program
CI-1 *Deleted 5-14-35*
- 5-122 *2.3.31* Reevaluation of Cases Concerning Soviet-bloc and
Yugoslav Officials in U. S.
CI-1
- 5-123 ✓.... Periodic Record - Foreign Police Cooperation Matters
(thin white available)
CI-3, CI-4
- 5-127* ✓.... Xerox Requisition
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
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- 5-137 ✓.... Routing Slip to Defense Intelligence Agency (DIA)
CI-1, CI-2, CI-3
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- 5-138 ✓.... Routing Slip to Director, EUR/SES, Department of State
CI-1, CI-2
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- 5-140 ✓.... Receipt for Mail Delivered by Intelligence Division
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- 5-141 ✓ Routing Slip for Distribution of Information
Disseminated to White House
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- 5-143 ✓ ROUTING SLIP
- 5-148 ✓ Supply Requisition
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IS-1, IS-2, IS-3
- 5-151 ✓ Letter to Department of State and Assistant Attorney
General (AAG) re Present or Planned Travel by Security
Subjects Outside the United States
(thin white with heading, thin white without heading,
and M&T blocked yellow available).
IS-1, IS-2
- 5-153 ✓ Authorization for Designation of, and Payments to,
Certain Informants
(thin white available)
CI-3
IS-1, IS-2
- 5-153a ✓ M&T Blocked Yellow of Form 5-153 (with Attention: line)
CI-3
IS-1, IS-2
- 5-160 ✓ Internal Receipt for NATO Documents Classified "SECRET"
CI-4
- 5-161 ✓ Reply to USAINTC (United States Army Intelligence
Command), Department of the Army, re Security Subjects
~~(no thin copy for Army - Honner for 5-154, Noric and
Floyd for 5-161)~~
CI-2
IS-2
- 5-161a ✓ Thin White (without heading) (with special instructions
to the SAC); M&T Blocked Yellow of Form 5-161 (see
File 66-3482-7281 - memo 2/10/72)
IS-2
- 5-162 ✓ Data re Soviet-bloc Subjects (for New York Office)
(white bond with red ink)
CI-1, CI-2

- 5-162a ✓ Data re Soviet-bloc Subjects (for Washington Field Office)
(white bond with red ink)
CI-1, CI-2
- 5-162b ✓ Data re Soviet-bloc Subjects (for San Francisco Office)
(white bond with red ink)
CI-1, CI-2
- 5-162c ✓ Data re Soviet-bloc Subjects (for Chicago Office)
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CI-1, CI-2
- 5-163 ✓ Transmittal Communication to LEGAT Offices re
Information for Extremist Photograph Album
IS-1
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- 5-165 ✓ Routing Slip to Director, Office of Investigations
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CI-1

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INTELLIGENCE DIVISION

(Forms used in Offices of Legal Attaches)

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- LEG-1 ✓ Foreign Transmittal Card (formerly 5-21) (3x5 card)
CI-4
- LEG-2 ✓ Office Advance and Expenses (formerly 5-43) (white bond)
CI-4
- LEG-2a ✓ Expense Account (totals sheet used in connection with
LEG-2; formerly 5-51a and 5-43a) (white bond)
CI-4
- LEG-5 ✓ Transmittal Letter to Bureau Enclosing Material for
Translation (formerly 5-119) (original on thin white;
unblocked thin yellow available)
CI-4
- LEG-6 ✓ Routing Slip for Routine Correspondence with Outside
Agencies (formerly 5-135) (white bond)
CI-4
- LEG-7 ✓ Letter to Bureau Indicating Dissemination of Security
Information to Foreign Agencies (formerly 5-142)
(original on thin white; unblocked thin yellow
available)
CI-4
- LEG-8 ✓ Report on Funds Spent Abroad (formerly 3-549)
(white bond)
- LEG-9 ✓ Name-Check Request (thin white only)
CI-4

(Filed in 66-3482-7584 - Bulet
to LEGATS 4/24/74)

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- 6-6 ROUTING SLIP
- 6-17 ROUTING SLIP
- 6-33 Transmittal of Reports - Dependents Assistance Act of 1950 (SDAA) Cases to Finance Center, U. S. Army, (Division indicated), Indianapolis, Indiana Accounting and Fraud Section
- 6-53 ROUTING SLIP
- 6-78 Letter Disseminating Data Indicating Membership in the International Workers Order (IWO) (formerly 6-78, 5-97) (thin white with heading and unblocked yellow available) Name Check Section
- ~~6-84 Record of Accounting Reports
Accounting Control Desk, Accounting Unit,
Accounting and Fraud Section~~ 5/15/75
- 6-85 Special Agent (Accountant) Card Accounting Control Desk, Accounting Unit, Accounting and Fraud Section
- 6-86 Follow-up Letter re Accounting Correspondence Course Accounting Unit, Accounting and Fraud Section
- 6-88 Tally Sheet - Accounting Correspondence Course Accounting Unit, Accounting and Fraud Section
- 6-92 Serial Removal Request (formerly 6-92, 5-96) Name Section Section
- 6-95 Letter of Transmittal to AAG (Assistant Attorney General) Concerning Copies of Newspaper Clippings re Civil Rights Matters Civil Rights Section
- 6-96 Letter Requesting Information from Field Concerning ITSMV Cases (Auto Theft Ring Cases) General Crimes Unit, Criminal Section

- ~~6-97~~ ~~Questionnaire for Special Agent Accountants~~ *Martindale*
~~Accounting Unit, Accounting and Fraud Section~~ *4/1/75*
- 6-107 Reference Record for Comparison of Accomplishment
Figures for Current and Previous Fiscal Years
Criminal Section
- 6-109 Front Sheet for Field Office Folders
Criminal Section
- 6-110 ROUTING SLIP
- 6-113 ROUTING SLIP
- 6-122 Airtel to Field Ordering Investigations upon Request
from Civil Rights Division of Department
(thin green for original; M&T blocked yellow available
per J. G. Kelly 6/28/73 - changed from "blocked yellow"
per Martindale and Deily 5/25/71)
Civil Rights Section
- 6-123 Acknowledgment Letter Concerning Civil Rights
Violations (bond only)
Civil Rights Unit, Civil Rights Section
- 6-124 ADP (Automatic Data Processing) Input Record for
Aircraft Crimes
Special Crimes Unit, Criminal Section
- 6-126 Routing Slip to Federal Aviation Administration
Special Crimes Unit, Criminal Section

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FBI LABORATORY

VOLUME I

- 7-1 Report of FBI Laboratory (bond, thin white and M&T blocked yellow - per memo 6/12/73 (blocked yellow previously by memo 9/9/71)
- 7-1a Report of FBI Laboratory (to Law Enforcement Agencies) (bond, thin white, and M&T blocked yellow available)
- 7-1b Report of FBI Laboratory (to Field Office) (thin white only and unblocked yellow available - per memo 9/9/71)
- 7-2 Laboratory Work Sheet (green (includes use for Check Cases) and white)
- 7-2a Laboratory Master Work Sheet (pink (includes use for Check Cases))
- 7-2b Master Work Sheet (pink) - for exclusive use of Physics-Chemistry Section
- 7-4 Report of Negative Search through National Fraudulent Check File (NFCF) and Results of Fingerprint Card Comparisons (for Field Offices) (bond, thin white and M&T blocked yellow available)
- 7-4a Report of Negative Search through National Fraudulent Check File (NFCF) and Results of Fingerprint Card Comparisons (for Law Enforcement Agencies) (bond, thin white, and M&T blocked yellow available)
- 7-4b Page 2, for Forms 7-4 and 7-4a (bond, thin white and unblocked yellow available)
- 7-5 Document Section Routing Slip
- 7-6 Document Section Fraudulent Check File Search
- 7-9 ROUTING SLIP
- 7-10 ROUTING SLIP (Red Head)

7-11 Travel Sheet

7-13 ROUTING SLIP

7-14 ROUTING SLIP

7-15 Package (Evidence) Receipt Tickler

7-16 Evidence Receipt

7-17 Blood Grouping Sheet
Physics-Chemistry Section, Serology Unit

7-17a Continuation Sheet for Form 7-17
Physics-Chemistry Section, Serology Unit

7-19 ROUTING SLIP

7-20 ROUTING SLIP

7-21 Commitment Card

7-22 Weekly Report of Clerical Work on Hand

7-23 ROUTING SLIP

7-24 Evidence Transmittal after Examination (bond, thin
white and M&T blocked yellow available)

7-28 Detail Analysis at Work Performed
Front Office
Cryptanalysis-Gambling-Translation Section

7-29 Weekly Case Delinquency Report
Cryptanalysis-Gambling-Translation Section

7-30 Petrographic File Card
Physics-Chemistry Section

7-32 Acknowledgment of Evidence to Federal Agencies
(bond only)

7-32a Acknowledgment of Evidence to Non-Federal Agencies
(bond only)

7-37 Laboratory File Charge-out Card

- 7-39 Acknowledgment to Non-Federal Agencies to Clarify Questions of any Prior Examination, and Requesting Data, with Attachment Concerning Availability of FBI Laboratory Facilities (bond only)
- 7-40 Acknowledgment Letter to Non-Federal Agencies for Evidence Submitted for Examination, including Attachment Concerning Availability of FBI Laboratory (bond only)
- 7-40a Acknowledgment Letter to Federal Agencies for Evidence Submitted for Examination (bond only)
- 7-41 Letter to Field Enclosing Foreign Language Material (bond, thin white and M&T blocked yellow available)
- 7-43 Memorandum Requesting Laboratory Files to be Retained in Records Section (unblocked original)
- 7-44 Translation Form Letter (bond, thin white and M&T blocked yellow available)
- 7-46 Memorandum Transmitting Source 3 Material to the National Security Agency (unblocked original)
- 7-48 File Charge-out (Delinquency Report) Laboratory Files Unit
- 7-49 Message Log

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- 7-50 Frequency Count Form
- 7-51 Message Decipherment Form
- 7-56 Work Status Report
- 7-59 Typewriter Specimen
- 7-61 Phys-Chem Immunization Chart
- 7-62 Petroleum Products Analysis Sheet
- 7-63 Petrographic Supplemental Work Sheet
- 7-66 Technical Equipment Form (thin white and M&T blocked
yellow available)
- 7-68 Letter to SAC Returning Specimens (thin white and
M&T blocked yellow available)
- 7-69 Checkwriter Specimen Form
- 7-72 Report of FBI Laboratory (Remarks form) (thin white
only and M&T blocked yellow available)
- 7-75 Machine Room Log
Cryptanalysis-Gambling-Translation Section
- 7-76 Stenographer's and Typist's Daily Report
Document Section, Laboratory
- 7-77 Technical Experience (Performance Ratings)
Engineering Unit, Radio Engineering Section
- 7-78 Rifling Specifications Record
Physics-Chemistry Section
- 7-79 Letter Requesting Technical Information and Specifica-
tions (bond, thin white with heading, and M&T blocked
thin yellow available)
All Sections

- 7-80 EDP Open Code Examination
Cryptanalysis-Gambling-Translation Section
- 7-81 EDP Work Log
Cryptanalysis-Gambling-Translation Section
- 7-82 EDP System Time Log
Cryptanalysis-Gambling-Translation Section
- 7-83 Key Punch Operator's Log
Cryptanalysis-Gambling-Translation Section
- 7-85 Overtime Report Work Sheet
Document Section
- 7-86 Delinquency Report Work Sheet
Document Section
- 7-87 Work Assignments
Cryptanalysis-Gambling-Translation Section
- 7-89 Bureau Authorization for Training in Cipher Machine
Operation (thin white, M&T blocked yellow, and unblocked
yellow available)
Cryptanalysis-Gambling-Translation Section
- 7-93 Dictation Slip
Cryptanalysis-Gambling-Translation Section
- 7-95 Laboratory Check Report re Inquiries in Local Law
Enforcement Agency Bulletins (bond, thin white
letterhead, and M&T blocked yellow with heading
available)
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- 7-97 Work Request Record
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- 7-101 Machine Language Coding Sheet
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- 7-102 COMSEC (Communications Security) Equipment Status
Cryptanalysis-Gambling-Translation Section
- 7-103 Return Receipt - Caution Address Label on Outer
Wrapping of Package
Cryptanalysis-Gambling-Translation Section
- 7-104 Return Receipt - Caution Address Label on Inner
Wrapping of Package
Cryptanalysis-Gambling-Translation Section
- 7-105 Description - Ammunition Specimen for Standard
Ammunition File
Physics-Chemistry Section
- 7-107 Record for Specimen Added to Reference Firearms
Collection
Physics-Chemistry Section
- 7-110 Letter to Evidence Contributor to Determine Priority
of Laboratory Examination (thin white and M&T blocked
yellow available)
Physics-Chemistry Section
- 7-113 Acknowledgment to Inquiry Concerning Testimony of
Laboratory Personnel (bond, thin white letterhead, thin
white without heading, and M&T blocked yellow available)
Physics-Chemistry Section
- 7-114 Blood Examination
Physics-Chemistry Section, Serology Unit
- 7-115 Semen Examination
Physics-Chemistry Section, Serology Unit

- 7-116 Transmittal Letter for Return of Documents to
Department of Housing and Urban Development
(thin white and M&T blocked yellow available -
per Mortimer 8/1/71)
Document Section
- 7-117 Classification Card - Bank Night Depository
Trap Device Reference File
Physics-Chemistry Section, Hair and Fibers Unit
- 7-117a Descriptive Index Card - for Suspect and
Area of Operation
Physics-Chemistry Section, Hair and Fibers Unit
- 7-118 Report of Examinations of Stolen and Forged Benefit
Checks (available in thin white and M&T blocked yellow)
Document Section
- 7-118a Second Page for 7-118 - when necessary (available in
bond, thin white, and unblocked thin yellow)
Document Section
- 7-119 Frequency Control Form (thin white and M&T blocked
yellow available)
Radio Engineering Section
- 7-120 MN Blood Grouping
Physics and Chemistry Section, Serology Unit
- 7-121 FM Radio System Data
Radio Engineering Section
- 7-122 Rh "D" Factor Data
Chemistry Branch, Serology Unit
- 7-123 Rh Factor Data
Chemistry Branch, Serology Unit
- 7-124 Certification Concerning Use of Voiceprint
Examination Results (white bond only)
Radio Engineering Section, Security - Countermeasures
Unit
- 7-125 Evidence Acknowledgement
Physics-Chemistry Section, Chemistry Branch

7-126

....

Commitment Report
Physics-Chemistry Section (Mr. Stombaugh)

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- 8-5a Transmittal Communication to Bureau of Alcohol,
Tobacco, and Firearms (formerly 4-112a)
Correspondence Unit, Correspondence and Tours Section
- 8-5b Transmittal Communication to Division of Public
Inquiries, Social Security Administration
(formerly 4-112b)
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- 8-5c Transmittal Communication to Surgeon General, Public
Health Service, Department of Health, Education, and
Welfare (formerly 4-112c)
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- 8-5e Transmittal Communication to Internal Revenue Service
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- 8-5h Transmittal Communication to U. S. Postal Service
(formerly 4-112h)
Correspondence Unit, Correspondence and Tours Section
- 8-5i Transmittal Communication to United States Secret
Service (formerly 4-112i)
Correspondence Unit, Correspondence and Tours Section
- 8-6 Letter Advising Facts do not Pertain to any Matter
within FBI's Jurisdiction and Letter is being Referred
(formerly 4-424)
Correspondence Unit, Correspondence and Tours Section

- 8-7 3x5 Enclosing Material of Interest and Referring Communication (formerly 4-436)
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- 8-9 Letter Advising Communication Referred to Bureau of Alcohol, Tobacco, and Firearms (formerly 4-326a)
Correspondence Unit, Correspondence and Tours Section
- 8-9a Letter Advising Communication Referred to Division of Public Inquiries, Social Security Administration (formerly 4-326b)
Correspondence Unit, Correspondence and Tours Section
- 8-9b Letter Advising Communication Referred to Surgeon General, Public Health Service, Department of Health, Education, and Welfare (formerly 4-326c)
Correspondence Unit, Correspondence and Tours Section
- 8-9c Letter Advising Communication Referred to Immigration and Naturalization Service (formerly 4-326d)
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- 8-9d Letter Advising Communication Referred to Internal Revenue Service (formerly 4-326e)
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- 8-9e Letter Advising Communication Referred to Drug Enforcement Administration (formerly 4-326f)
Correspondence Unit, Correspondence and Tours Section
- 8-9f Letter Advising Communication Referred to the Bureau of Prisons (formerly 4-326g)
Correspondence Unit, Correspondence and Tours Section
- 8-9g Letter Advising Communication Referred to U. S. Postal Service (formerly 4-326h)
Correspondence Unit, Correspondence and Tours Section
- 8-9h Letter Advising Communication Referred to U. S. Secret Service (formerly 4-326i)
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- 8-13 Routing Memorandum (formerly 4-416)
(routing block was on original and removed - see history)
Publications Unit, Research Section

- 8-15 Tour Appointment Record (formerly 4-221)
Tour Room, Correspondence and Tours Section
- 8-15a Tour Recapitulation Sheet
Tour Room, Correspondence and Tours Section
- 8-16 Tour Data Record (formerly 4-222)
Tour Room, Correspondence and Tours Section
- 8-17 Speaking Engagements (formerly 4-234)
Correspondence Unit, Correspondence and Tours Section
- 8-19 3x5 Charge Out for Magazine - FBI Library
(formerly RD-12 and 4-260)
Library, Research Section
- 8-20 Letter to Correspondent Advising Facts do not
come within Bureau's Jurisdiction (formerly 4-262)
Correspondence Unit, Correspondence and Tours Section
- 8-21 Title and Classification Card (Interesting Cases)
(formerly 4-272)
Publications Unit, Research Section
- 8-23 Appointment for Tour (white card) (formerly 4-281)
Tour Room, Correspondence and Tours Section
- 8-25 Christmas Card Record Showing Number of Cards for
Different Years - Sent, Received, Acknowledged
(3x4 13/16 inches - per instructions of Miss Gandy)
available in white for Director's personal cards;
available in yellow and pink for use in Correspondence
and Tours Section, External Affairs Division;
(formerly 4-406)
Director's Office; Correspondence Unit, Correspondence
and Tours Section
- 8-30a Letter to Associate Editor from Editor of "The
Investigator" Requesting Article re Anniversary of
Employee
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- 8-36 Letter Advising Matter not within FBI's Jurisdiction
(formerly 4-438)
Correspondence Unit, Correspondence and Tours Section

- 8-37 Letter Advising Bureau Unable to Furnish Birth
Data Requested (formerly 4-439)
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- 8-38 Letter of Acknowledgment for Information
(formerly 4-442)
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- 8-39 Magazine Card (formerly 4-443)
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- 8-43 Notice to Field to Cancel Fugitive Material
(formerly 4-557)
Press Services Office, Fugitive Publicity Unit
- 8-44 Daily Schedule of Tour Leaders (formerly 4-582)
Tour Room, Correspondence and Tours Section
- 8-44a Daily Schedule of Supplemental Tour Leaders
Tour Room, Correspondence and Tours Section
- 8-46 Letter to SAC Requesting Telephone Directories
(unblocked yellow available) (formerly 4-600 and 4-213)
Library, Research Section
- 8-47 Charge Out for Telephone Directories (formerly 4-601
and 3-214)
Library, Research Section
- 8-48 Charge Out, Non-Bureau Library Books (formerly 4-614)
Library, Research Section
- 8-49 Application for FBI Tour Leader (formerly 4-630)
Tour Room, Correspondence and Tours Section

8-127 Tour Letter - Advising Group Being Divided
(thin white available)
Correspondence Unit, Correspondence and Tours Section

8-128a 3 $\frac{1}{4}$ x 5 $\frac{1}{2}$ Return Postal Card (see history)
Correspondence Unit, Correspondence and Tours Section

8-133 Airtel to Handle Certain Correspondence (thin green
for original and M&T blocked yellow available)
Correspondence Unit, Correspondence and Tours Section

8-134 Work Sheet - Submissions to "The Investigator"
Publications Unit, Research Section

8-136 Special Agent Tour Leaders Index Card
Tour Unit, Correspondence and Tours Section

8-136a Clerical Tour Leaders Index Card
Tour Unit, Correspondence and Tours Section

8-140 Reply to Request Concerning Purchase of Uniform
Crime Reports Bulletin
Correspondence Unit, Correspondence and Tours Section

8-145 Special-Tour Appointment Roster
Tour Unit, Correspondence and Tours Section

8-147 Special-Tour Schedule
Tour Unit, Correspondence and Tours Section

8-150 Appointment for Tour Groups
Tour Unit, Correspondence and Tours Section

8-151 Transmittal Request for Reprints
All Sections

8-152 Mailing List Charge Out
Correspondence Unit, Correspondence and Tours Section

8-158 Tour Control Assignments
Tour Unit, Correspondence and Tours Section

8-159 Media Contact Card
Front Office, Research Section

8-160 Perforated Mail Tag for Director's Office and
Mail Room (green)
Correspondence Review Unit, Correspondence and
Tours Section

- 8-161 Acknowledgment for Inquiries Seeking Information
not Available from Bureau
Correspondence Unit, Correspondence and Tours Section
- 8-162 Acknowledgment for Inquiries re Investigative
Matters not within Jurisdiction of FBI
Correspondence Unit, Correspondence and Tours Section

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SPECIAL INVESTIGATIVE DIVISION

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- 9-1 ROUTING SLIP
- 9-2 Letter to Civil Service Commission Advising of
Discontinuance of Full Field Investigations
(formerly 6-87) (thin white letterhead and M&T
blocked yellow available)
ESSIS*
- 9-3 ROUTING SLIP
- 9-4 ROUTING SLIP
- 9-6 Telephonic Inquiry (formerly 6-4)
Deserter Desk, Fugitive Section
- 9-7 Letter to Civil Service Commission Transmitting
Results of SGE and LEUN Investigations (formerly 6-5)
(thin white with letterhead available)
ESSIS*
- 9-7a M&T Blocked Yellow of Form 9-7
ESSIS*
- 9-8 Letter Ordering Field Investigation (per Manual)
(formerly 6-8) (thin white with heading for ORIGINAL;
M&T blocked yellow available - see history)
ESSIS*
- 9-10 Memorandum for Identification Division (re apprehension
of Subject) (formerly 6-11)
General Fugitive and Deserter Fugitive Units
Fugitive Section
- 9-11 Fugitive Memorandum for Armed Forces (formerly 6-11b)
Fugitive Section
- 9-12 Lead Card - Applicant (white) (formerly additional
colors of pink, yellow, and green) (formerly 6-12)
Referral and Departmental Applicant Units
ESSIS*

* Employees Security and Special Inquiry Section

- 9-13 ROUTING SLIP
- 9-14 Letter Ordering Investigation (Loyalty Cases)
(formerly 6-15) (thin white for original)
ESSIS*
- 9-14a M&T Blocked Yellow of Form 9-14 (formerly 6-15a)
ESSIS*
- 9-15 AEA-A Closing Letter (formerly 6-16)
ESSIS*
- 9-16 Letter Requesting Necessary Investigation for
Apprehension of Subject (requested by U. S. Board
of Parole) (formerly 6-19) (thin white only)
Fugitive Section
- 9-17 Request for Deserter Fugitive Investigation
(formerly 6-21) (preinserted carbon form)
Fugitive Section
- 9-19 Letter Transmitting Reports to the Director,
Security and Administrative Services Staff of
the Department (formerly 6-23)
(original on thin white with heading (8x7);
M&T blocked yellow available (8x10½) - Shubatt)
ESSIS*
- 9-22 Rough Draft of Communication Concerning Fugitive
(formerly 6-27)
Fugitive Section
- 9-23 Notification Card (Fugitive Apprehension Notice) (blue)
(formerly 6-28)
General Fugitive Unit, Fugitive Section
- 9-25 Letter to SACs Enclosing Photograph (formerly 6-36)
(Enclosure to Form 9-34) (thin white and M&T blocked
yellow available)
Fugitive Section
- 9-26 Preliminary Inquiries - Full Field Investigations
Record of Pending Cases (formerly 6-39)
ESSIS*
- 9-28 Daily Statistics (formerly 6-49)
Case Review Unit
ESSIS*

- 9-30 Instructions - Case Typing (formerly 6-51)
 ESSIS*
- 9-31 Error Form - Criminal Informants Monthly Letter of
 Progress (formerly 6-56, 9-31, 0-53)
 Criminal Informant Unit, Fugitive Section
- 9-33 Weekly Statistics Work Sheet (formerly 6-59)
 (thin white only)
 ESSIS*
- 9-34 Memorandum to Mechanical Section Containing
 Instructions re Preparation of Identification Order
 or Check Circular (formerly 6-63) (original on
 unblocked bond; thin white available)
 Fugitive Section
- 9-34a Draft of I.O. or Check Circular - (enclosure to
 Form 9-34) (formerly 6-63a) (thin white and
 unblocked yellow available)
 Fugitive Section
- 9-35 Fugitive Index Card (with preinserted carbon)
 (formerly 6-67)
 General Fugitive Unit, Fugitive Section
- 9-38 5x8 Applicant Form (formerly 6-83)
 ESSIS*
- 9-40 Rough Draft of Communication re Fugitive
 (formerly 6-99)
 Fugitive Unit, Fugitive Section
- 9-41 Log for Wanted Flyers and Identification Orders
 (formerly 6-102)
 Fugitive Unit, Fugitive Section
- 9-42 Deserter Fugitive Index Card (white)
 (formerly 6-103)
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- 9-43 Permanent Information Card (light pink)
 (formerly 6-104)
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- 9-44 Temporary Information Card (light blue)
 (formerly 6-105)
 Deserter Fugitive Unit, Fugitive Section

- 9-45 Follow-up Letter to Other Government Agencies
 Conducting Foreign Investigations
 (formerly 6-111)
 (thin white with heading, and M&T blocked yellow
 available)
 -ESSIS*
- 9-46 Letter Notifying Civil Service Commission that a
 Sensitive Security Form is being Processed
 (formerly 6-112)
 (thin white with heading - 8x7; M&T blocked yellow -
 8x10 $\frac{1}{2}$ available)
 ESSIS*
- 9-47 Letter to Initiate Investigations of Application
 for Pardon after Completion of Sentence (APACS) Cases
 (original on thin white with heading, and M&T blocked
 yellow available)
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- 9-52 Cover Sheet for Ticklers
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- 9-54 Rough Draft Confirmation to Field Offices re NCIC
 Inquiries
 Fugitive Section
- 9-55 Charge Out for Card for Deserter Index Cards (green)
 Fugitive Section Deserter Unit

* - Employees Security and Special Inquiry Section

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10-4	Record of Assignments to Inspectors (formerly 2-33)
10-5	Record of Inspection Assignments of Aides (formerly 2-35)
10-6	Inspectors Master Case Sheet (formerly 2-86)
10-6a	Inspectors Master Case Sheet (Informants)
10-7	ROUTING SLIP
10-8	Inspectors' Statistical Sheet (formerly 2-92)
10-9	Inspectors' Interview Data (formerly 2-93)
10-10	Agent and Squad Performance (formerly 2-105)
10-12	Inspection Performance Report (formerly 2-119)
10-13	Inspector's Assignment Sheet (Field) (formerly FD-225 and 2-120)
10-13a	Inspector's Assignment Sheet (FBIHQ)
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10-14	Inspector's RA (Resident Agency) Data Request
10-15	Tabulation - Form Errors, Missed Fugitive Deadlines, Cases Closed by Inspectors
10-16	Inspectors' Informant Rating

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- 12-1 Letter to SAC Transmitting Bonds, Salary Checks, Checks in Payment of Accounts for which Vouchers were Rendered (formerly 3-2) (thin white available) Data Processing Section, Payroll Distribution Unit
- 12-2 Letter to SAC Transmitting Various Types of Checks (formerly 3-4) (thin white and M&T blocked yellow available) Data Processing Section, Voucher Unit
- 12-3 Request to Mail (check, bond) (blue) (formerly 3-5) Data Processing Section, Payroll Distribution Unit
- 12-4 Address and Salary Check Information (separation) (pink and yellow - per approval of Hall and J. E. Reilly) Data Processing Section, Payroll Distribution Unit
- 12-5 Certification for Attachment to Voucher (formerly 3-21) Data Processing Section, Voucher Unit
- 12-6 Breakdown of Charges (used to record emergency purchase payments as contrasted with Form 3-13 which is used in connection with contracts) (formerly 3-47) Data Processing Section, Voucher Unit
- 12-6a Breakdown of Xerox Charges (formerly 3-47a) Data Processing Section, Voucher Unit
- 12-7 Confidential Voucher Register (Office) (formerly 3-64) Data Processing Section, Voucher Unit
- 12-8 Transmittal Letter for Bonds, Expense and Salary Checks (formerly 3-72) (unblocked yellow available) Data Processing Section, Payroll Distribution Unit
- 12-9 Record of Bonds and/or Checks Mailed for Personnel of Legal Attache Offices (formerly 3-98) (blocked yellow available) Data Processing Section, Voucher Unit

- 12-10 Letter to Foreign Offices Advising of Disposition
of Checks (formerly 3-99) (thin white available)
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- 12-11 Statement of Differences (formerly 3-167) (thin white
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- 12-12 Letter re Advance of Funds (formerly 3-169) (thin
white and unblocked yellow available)
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- 12-13 Work Report (formerly 3-193)
Data Processing Section, Voucher Unit
- 12-14 Charge-out Record (formerly 3-221) (pink and white)
Data Processing Section, Voucher Unit
- 12-15 Letter Requesting Prompt Submission of GTR and Voucher
(formerly 3-231) (thin white and M&T blocked yellow
available)
Data Processing Section, Voucher Unit
- 12-16 Voucher Record (formerly 3-261)
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- 12-17 Letter to Creditor Requesting Specific Data re
Purchase Orders (formerly 3-262) (thin white
available - no YELLOW - per Coxes and Dean 5/19/70)
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- 12-18 Travel Authority Card (formerly 3-284)
Data Processing Section, Voucher Unit
- 12-19 Confidential Receipt (formerly 3-308) (white bond
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- 12-23 Kidnaping, Extortion and Bank Robbery Statistics
(formerly 4-126, 3-373)
Data Processing Section, ADPU*
- 12-24 Weekly Divisional Count of Employees (formerly 4-337,
3-392)
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- 12-25 Work Report (formerly 4-349, 3-393)
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- 12-26 General Ledger (formerly 4-378, 3-394)
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- 12-27 Personal Services Obligations Statistics (preinserted
carbon form) (formerly 4-380, 3-395)
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- 12-28 Federal Statistics Summary Sheet (formerly 4-382,
3-396)
Data Processing Section, Federal Subunit
- 12-29 FBI Bond Summary List (formerly 4-384, 3-398)
Data Processing Section, ADPU*
- 12-30 Daily Usage Record - Automatic Data Processing System
(formerly 4-463, 3-410)
Data Processing Section, ADPU*
- 12-31 Record re Loot Taken, Recovered (formerly 4-543, 3-422)
Data Processing Section, ADPU*
- 12-32 Canceled Check - Master Register (formerly 4-549, 3-427)
Data Processing Section, ADPU*
- 12-33 FBI Vehicle Operating Cost for Period (formerly 4-550,
3-428)
Data Processing Section, ADPU*

*Automatic Data Processing Unit

- 12-34 Comprehensive Pay List (formerly 4-565, 3-431)
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- 12-35 ADEX Card (formerly 4-590, 3-435) (white, buff,
green, yellow, blue - per Mr. Davis 9/19/72)
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- 12-36 Notice of Adjustment of Leave Records
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- 12-37 Monthly Field Office Statistical Report
(formerly 4-603, 3-439)
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- 12-38 Request for Automatic Data Processing (ADP) Tabulation
(formerly 4-610, 3-442)
Data Processing Section, ADPU*
- 12-39 Tape Control Record - Automatic Data Processing System
(white and pink card stock) (formerly 4-616, 3-443)
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- 12-40 S. G. E. Forms Master Sheet (formerly 4-183, 3-444)
Data Processing Section, ADPU*
- 12-41 Statement of Earnings (formerly 4-102, 3-457)
Data Processing Section, ADPU)
- 12-42 Personnel Statistics Master Tape (formerly 3-464)
Data Processing Section, ADPU*
- 12-43 Number of Employees on Rolls as of 9:00 A.M.
(formerly 3-468)
Data Processing Section, ADPU*
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9:00 A.M. (formerly 3-468a)
Data Processing Section, ADPU*
- 12-44 Daily Report of Personnel as of 9:00 A.M.
(formerly 3-469)
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- 12-45 Subunit Work Report (formerly 3-474)
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- 12-48 Report of all Work Pending (Field Offices)
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- 12-55 Record of Transfer (formerly 3-519)
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- 12-57 Request for Review of Time and Attendance (T&A) Cards
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- 12-58 Home Leave Record (formerly 3-530)
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- 12-59 W-2 Comprehensive Listing (formerly 3-535)
Data Processing Section, ADPU*

* Automatic Data Processing Unit

- 12-60 Payroll Change Slip (formerly 3-542)
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- 12-61 Certification Listing (employees to be considered
for Within-Grade Increases) (formerly 3-543)
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- 12-62 Master Inventory List (formerly 3-553)
Data Processing Section, ADPU*
- 12-63 Payroll Master Name Index Form (formerly 3-569)
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- 12-64 Agent and Squad Performance (formerly 3-571)
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- 12-67 Record Layout Work Sheet (formerly 3-583)
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- 12-68 VOT Summary List (formerly 3-586)
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- 12-69 Written Agreement of GS-4 Clerk-Stenographer or
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- 12-73 Summary Sheet - Remittance Record for Net Pay to
Financial Organization (formerly 3-616)
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- 12-76 Daily Work Report (formerly 8-55)
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- 12-78 Number of Full-time Law Enforcement Employees as
of _____ (formerly 4-73, 3-368, 8-76),
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Uniform Crime Reporting Section
- 12-78a Number of Full-time Law Enforcement Employees as
of _____, GREEN BOND - (FOR SMALLER CITIES)
Uniform Crime Reporting Section
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of _____, BLUE BOND - (FOR COUNTIES)
Uniform Crime Reporting Section
- 12-79 Consolidated Monthly Report (formerly 4-156, 3-377,
8-79)
Uniform Crime Reporting Section
- 12-79a Consolidated Monthly Report - Traffic Summary
(formerly 8-79a)
Uniform Crime Reporting Section
- 12-80 Consolidated Daily Report (formerly 4-157, 3-378, 8-80)
Uniform Crime Reporting Section
- 12-81 Tally Sheet for Return C (formerly 4-189, 3-379, 8-81)
Uniform Crime Reporting Section
- 12-83 Agency Check List (formerly 4-216, 3-382, 8-84)
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- 12-87 Tally Book, Return A and Supplementary Report of Offenses (formerly 4-456, 3-407, 8-92); (consolidated with Form 12-91) Uniform Crime Reporting Section
- 12-88 Register of Persons Charged (#131) (formerly 4-490, 3-411, 8-93) Uniform Crime Reporting Section
- 12-89 Register of Offenses Known (#130) (formerly 4-491, 3-412, 8-94) Uniform Crime Reporting Section
- 12-90 Age, Sex and Race of Persons Arrested - 18 years of age and over (formerly 4-492, 3-413, 8-95) Uniform Crime Reporting Section
- 12-90a Age, Sex and Race of Persons Arrested - under 18 years of age (formerly 8-95a) (pink bond) Uniform Crime Reporting Section
- 12-92 Instructions for Preparing Return B and Instructions for Preparing Return C (formerly 4-494, 3-415, 8-97) Uniform Crime Reporting Section
- 12-93 Tally Sheet - Age, Sex, and Race of Persons Arrested (18 years of age and over, and under 18 years of age) (formerly 4-495, 3-416, 8-98) Uniform Crime Reporting Section
- 12-93a Tally Book, Age, Sex, and Race of Persons Arrested (on monthly basis; 18 years of age and over) (formerly 8-98a) Uniform Crime Reporting Section

- 12-93b Tally Book, Age, Sex, and Race of Persons Arrested
(on monthly basis; under 18 years of age) (pink)
(formerly 8-98b)
Uniform Crime Reporting Section
- 12-94 Follow-up Letter for Outgoing Correspondence Relative
to Uniform Crime Reporting (formerly 4-506, 3-417,
8-99)
Uniform Crime Reporting Section
- 12-95 Return A, Monthly Return of Offenses Known
(blue - for use in counties;
green - for use in small cities;
pink - for use in large cities;
white, yellow, orange - for administrative purposes
(per Crone 1/10/74))
- 12-98 Trend Letter to Contributor Concerning Noticeable
Change in Crime Figures (formerly 3-459, 8-108)
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- 12-102 General Purpose Form for Preparation of Quarterly Preliminary Releases and Annual Bulletin (2-part) (formerly 8-138) Uniform Crime Reporting Section
- 12-103 General Purpose Form - Uniform Crime Reporting Return A Supplement (formerly 8-139) Uniform Crime Reporting Section
- 12-104 Request for Current Population Data (Cities) (formerly 8-141) Uniform Crime Reporting Section
- 12-104a Request for Current Population Data (Counties) (formerly 8-141a) Uniform Crime Reporting Section
- 12-105 GS-5 Work Report (formerly 8-142) Uniform Crime Reporting Section
- 12-106 GS-2, GS-3, GS-4, Work Report (formerly 8-143) Uniform Crime Reporting Section
- 12-108 Law Enforcement Officers Killed or Assaulted (formerly 8-156 (yellow bond) Uniform Crime Reporting Section

- 12-108a Tally Sheet for Law Enforcement Officers Killed
or Assaulted (green bond)
Uniform Crime Reporting Section
- 12-109 Weekly Delinquency Report
All Sections
- 12-110 Communication to Law Enforcement Agencies re
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- 12-111 Coding Sheet for Individual Computerized Criminal
History (1st segment) (formerly 8-153, 1-422)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)
- 12-112 Coding Sheet for Individual Computerized Criminal
History (2nd, 3rd, and 4th segments)
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(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
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- 12-113 Coding Sheet for Individual Computerized Criminal
History (supplemental segment)
(formerly 8-155, 1-424)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)
- 12-114 Coding Sheet for Computerized Criminal History
Modifications (formerly 8-157, 1-425)
(white bond with BLUE ink)
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Mr. Brown's office)
- 12-115 Disk Inventory Control (green ledger paper)
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- 12-116 Communication to Law Enforcement Agencies re
NCIC Matters
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All Units

12-117 Programming Evaluation Sheet
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12-118 UCR States Record Layout Work Sheet
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12-119 "To Whom It May Concern" Statement re Leave Taken
Data Processing Section

12-120 Adjusted Leave Request
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12-121 Scheduler Update Sheet
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12-122 NCIC Letter to Participating Agencies
(request for correct FBI Number)
NCIC Section, Computerized Criminal History Unit

12-123 NCIC Letter to Participating Agencies (re death of
individual)
NCIC Section, Computerized Criminal History Unit

12-124 NCIC Letter to Participating Agencies
(re disposition received - unclear)
NCIC Section, Computerized Criminal History Unit

12-125 NCIC Letter to Participating Agencies
(request for action to expunge certain records)
NCIC Section, Computerized Criminal History Unit

12-126 NCIC Letter to Participating Agencies
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NCIC Section, Computerized Criminal History Unit

12-127 NCIC Letter to Participating Agencies
(review effected; record up to date before dissemina-
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NCIC Section, Computerized Criminal History Unit

12-128 NCIC Letter to Participating Agencies
(re deletion of referenced arrest from subject's
record; expunge information indicated enclosed
source documents)
NCIC Section, Computerized Criminal History Unit

- 12-129 NCIC Letter to Participating Agencies
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NCIC Section, Computerized Criminal History Unit
- 12-130 NCIC Letter to Participating Agencies
(re monitored messages deleting cycles from CCH;
forwarded to assist you in security aspect your system)
NCIC Section, Computerized Criminal History Unit
- 12-131 NCIC Letter to Participating Agencies
(re enclosed monitored MESSAGE (in contrast to
MESSAGES in Form 12-130) deleting cycles from CCH;
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- 12-132 NCIC Letter to Participating Agencies
(submit original and recent fingerprint card captioned
individual, or record will be removed from CCH File)
NCIC Section, Computerized Criminal History Unit
- 12-133 NCIC Letter to Participating Agencies
(re existence of original and recent fingerprint
cards of individuals indicating arrests, records will
be removed from CCH File)
NCIC Section, Computerized Criminal History Unit
- 12-134 NCIC Letter to Participating Agencies
(re subjects attaining age eighty; arrest records
removed from CCH File)
NCIC Section, Computerized Criminal History Unit
- 12-135 NLET Message Control Log
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0-14a Routing Slip to: Director, Bureau of Personnel Investigations Civil Service Commission	8-15-72
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0-14d Routing Slip to: Director Naval Investigative Service	^{Printed: 11/6} 2-11-73 8-15-72

[0-14e Routing Slip to:
 Director
 Central Intelligence Agency
 Attention: Chief, Personnel Security Division ⁴⁻¹ [4-1-75]
 -8-15-72

0-14f Routing Slip to:
 -Director
 Central Intelligence Agency
 Attention: Deputy Director for Operations 3-28-73

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 -8-15-72

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 -8-15-72

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*Deleted
(cancel. 7/15/75
0-14y)
4/3/75
JK*

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0-60 Vending-Machine Refund Request	3-13-63
0-63 Search Request of Special Indices	2-14-74
0-64 Memorandum Acknowledging Assignment of Employee to Division at FBIHQ (thin white with heading only - for original)	9-19-67
0-65 Request for Labor Service (blue bond)	2-14-74
0-66 Name Check Request to CIA	10-17-73
0-67 Register for Departure from Building on Official Business (Divisions I, III, IV)	2-12-71
0-68 Typewriter Repair Request (consolidation of Forms 1-252, 3-133) (Divisions I and III)	3-12-71
0-69 Progress Report for Bureau Employee	5-8-73
0-70 Letter of Transmittal to AAG (Assistant Attorney General)	3-28-72
0-72 Magnetic-Card Master (All Divisions)	6-5-72

0-73	Message Relay (Original on green bond (exception); blocked thin yellow available) Divisions V, VI, IX)	2-13-75
[0-73a	Abstract for Form 0-73 (Divisions V, VI, IX)	7-20-73
0-74	Multiple Promotions Recommendation for Non-Agent (GS-2 to GS-3) Personnel (approved primarily for Divisions I and IV)	1-30-74
0-75	Reply to Department re Technical Coverage (thin white and blocked yellow available) (Divisions V and IX)	4-9-74
0-76	Training Request, Government Employees Training Act (GETA) (thin white only) (Divisions II, III, V, VII, XII)	4-9-74

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FBI INDEXING PROCEDURES

The FBI utilizes a system of maintaining its over 6,500,000 investigative, personnel, and administrative files by which all information on a given subject is channeled into one file. In order to facilitate control of the file and accommodate multiple subject(s) matters, a numbering system is used to indicate: (1) general classification and nature of the violation; (2) the individual case file in this category; and (3) serialization of each piece of mail in the file. For instance, the number 7-100-10 on a piece of mail indicates it is the 10th piece of mail in the 100th file assigned in the Kidnaping (7) classification. Our files are maintained in 185 classifications. A list of these classifications is attached.

The key to these numerically maintained files is the general index presently consisting of over 58,000,000 index cards on all manner of subject matters but primarily a name index of individuals. This master index must be searched to determine what information, if any, the FBI may have in its files. In view of this system, each communication must have a subject.

The classifier in the Classifying Unit of the Mail Processing Unit of the Records Section in the Files and Communications Division designates the "subject" of the particular communication on which a "main" index card is prepared; assigns the classification showing the violation or nature of the matter involved; and designates names in the body of the communication on which "see" (contraction for see reference or cross-reference) index cards are to be prepared.

The "main" index card denotes that the name on index card is the subject of the file and the name on "see" index card indicates the name is not the main subject of the file but that the name only appears in a specific communication filed in the file of a different subject matter.

The subject of the file may be on a variety of topics such as an individual, organization, company, publication, foreign intelligence activities, or such administrative items as space, equipment, or automobile accidents involving FBI automobiles.

After the classifier has designated the "subject" and assigned the classification for the communication, the classifier designates the names in the body of the communication on which "see" index cards are to be prepared. The nature and extent of

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detail in the communication require the classifier to utilize judgment as to whether information should be designated for index cards. The classifier has general guidelines for each of the 185 classifications. Generally, in a criminal-type matter, the following will be cross-indexed: suspects; uncooperative individuals; anyone giving assistance to the subject such as a person who allowed a bank robber to use his car while committing a bank robbery; person passing, possessing and disposing of ransom money; fences of stolen property; titles of song sheets or films being distributed in violation of copyright laws; madames and procurers; a person suspected of harboring a fugitive, and the original complainant in the case. Complainant is indexed so that the investigation can be identified should the complainant make inquiry regarding his allegation at a later date.

In security-type investigations, the classifier is governed by the type of investigation and the nature and extent of the information in the communication. The classifier will generally index associates and relatives of the subject; members of organizations under investigation or determined to be possible subversive; individuals contributing funds to subversive-type activity; subversive or seditious publications; writers of articles in subversive or seditious publications; bookstores specializing in subversive-type publications and related types of information.

As an example of such indexing, the following indexing would occur in connection with a case involving the investigation of an extortion threat against Congressman X in which the individual making the threat is unknown. The vast majority of extortion cases we receive involve threats against individuals by unknown individuals. As previously stated, each file must have a subject to insure all mail on a matter is filed in one place. Accordingly, in order to insure that all mail on an investigation is placed in the same file, the victim's name is used as the subject of the file when the individual who made the threat is unknown. Accordingly, Congressman X, as the victim, would be subject of the file for mail filing purposes. The "main" index card prepared would show that he is the victim and not the extortionist. "See" index cards will be prepared on any individuals suspected of writing the threatening letter. If a suspect is later identified as the extortionist, a "main" index card is prepared on his name to indicate we now have a file on this individual as the subject of a specific criminal investigation.

As previously stated, access to the numerically maintained files is through the index cards maintained in the general index. The index cards are, accordingly, retained as long as the file is in existence.

Age of information in FBI files covers a relatively short span of years. FBI had a relatively small number of files until the President, in 1939, directed the FBI to be responsible for the internal security of the United States. In view of this and, as the number of violations of law over which the FBI has jurisdiction has increased greatly since 1939, the vast majority of FBI files has been created since

1939. We do, however, have a program for destroying files which no longer have a contemporary value. Regulations of the National Archives and Records Service, General Services Administration, issued under authority of Chapters 29, 31, and 33, Title 44, U.S. Code, govern our file retention and destruction procedures. When the files are destroyed, the "main" and "see" cards for all matters in the files are pulled from the general index and destroyed.

CLASSIFICATIONS

1. Training Schools; National Academy Matters; F.B.I. National Academy Applicants
2. Neutrality Matters
3. Overthrow or Destruction of the Government
4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms
5. Income Tax
6. Interstate Transportation of Strike Breakers
7. Kidnaping
8. Migratory Bird Act
9. Extortion
10. Red Cross Act
11. Tax (Other than income)
12. Narcotics
14. Sedition
15. Theft from Interstate Shipment
16. Violation Federal Injunction - Obsolete
17. Veterans' Administration Matters
18. May Act
19. Censorship Matters (obsolete)
21. Food and Drugs
23. Prohibition
24. Profiteering (obsolete)
25. Selective Service Act; Selective Training and Service Act of
26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft
27. Patent Matter
28. Copyright Matter
29. Bank Fraud and Embezzlement
31. White Slave Traffic Act
32. Identification (Fingerprint Matters)
33. Uniform Crime Reporting
35. Civil Service
36. Mail Fraud
39. Falsely Claiming Citizenship
40. Passport and Visa Matter
41. Explosive (obsolete)
42. Deserter; Deserter - Harboring
43. Illegal Wearing of Uniform; False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia; Illegal Manufacture, Sale, or Use of Military Cremation Urn; Illegal Manufacture, Possession or Wearing of Civil Defense Insignia; Miscellaneous-- Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous - Falsely Making or Forging

- Naval, Military, or Official Pass; Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the U.S.; Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of "Johnny Horizon" Symbol; Unauthorized Use of "Smokey Bear" Symbol.
44. Civil Rights; Civil Rights-Election Laws; Civil Rights-Election Laws-Voting Rights Act, 1965
 45. Crime on the High Seas (Includes stowaways on boats and aircraft)
 46. Fraud Against the Government: Anti-Kickback Statute; Dependents Assistance Act of 1950; False Claims - (Civil); Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act - (Criminal); Renegotiation Act - (Civil); Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act
 47. Impersonation
 48. Postal Violations (Except Mail Fraud)
 49. National Bankruptcy Act
 50. Involuntary Servitude and Slavery
 51. Jury Panel Investigations
 52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property
 54. Customs Laws and Smuggling
 55. Counterfeiting
 56. Election Laws
 57. War Labor Disputes Act (Obsolete)
 58. Bribery; Conflict of Interest
 60. Anti-Trust
 61. Treason or Misprision of Treason
 62. Miscellaneous - including Administrative Inquiry (formerly Misconduct in Office)
 63. Miscellaneous - Non-Subversive - including:
 - Black Market in Railroad Tickets (obsolete)
 - Civil Aeronautics Act (Obsolete)
 - Eight-Hour-Day Law
 - Federal Judiciary Investigations
 - Federal Juvenile Delinquency Act
 - Kickback Racket Act
 - Lands Division Matter (Condemnation Proceedings)
 - Miscellaneous - Civil Suit
 - Miscellaneous - O.P.A. Violations (Civil) (Obsolete)
 - Miscellaneous - Wage and Hour Law (Fair Labor Standards Act of 1938)
 - Soldiers and Sailors Civil Relief Act of 1940

Tariff Act of 1930

Top Hoodlum Coverage

Unreported Interstate Shipment of Cigarettes

Federal Cigarette Labeling and Advertising Act

64. Foreign Miscellaneous

65. Espionage

66. Administrative Matters

67. Personnel Matters

68. Alaskan Matters (Obsolete)

69. Contempt of Court

70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzlement or Theft of Indian Property

71. Bills of Lading Act

72. Obstruction of Justice; Obstruction of Court Orders; Obstruction of Criminal Investigations

73. Application for Pardon After Completion of Sentence and Application for Executive Clemency

74. Perjury

75. Bondsmen and Sureties

76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator

77. Applicants (Special Inquiry, Departmental and Other Government Agencies except those having special classifications)

78. Illegal Use of Government Transportation Requests

79. Missing Persons

80. Laboratory Research Matters

81. Gold Hoarding (Obsolete)

82. War risk Insurance (National Service Life Insurance) (Obsolete)

83. Court of Claims

84. Reconstruction Finance Corporation Act (Obsolete)

85. Home Owner Loan Corporation (Obsolete)

86. Federal Lending and Insurance Agencies

87. Interstate Transportation of Stolen Property (Fraud by wire, Radio, or Television)

88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony

89. Assaulting or Killing A Federal Officer; Congressional Assassination Statute

90. Irregularities in Federal Penal Institutions

91. Bank Burglary; Bank Larceny; Bank Robbery

92. Anti-Racketeering; A.R.- Lea Act; A.R.- Interference with Government Communications System; A.R.- HOBBS Act

93. Ascertaining Financial Ability

94. Research Matters

95. Laboratory Cases (Examination of Evidence in Other Than Bureau Cases)

96. Alien Applicants (Obsolete)
97. Registration Act
98. Sabotage
99. Plant Survey (Obsolete)
100. Subversive Matter (Individuals); Internal Security (Organizations)
101. Hatch Act (Obsolete)
102. Voorhis Act
103. Interstate Transportation of Stolen Cattle
104. Servicemen's Dependents Allowance Act of 1942 (Obsolete)
105. Internal Security (Nationalistic Tendency - Foreign Intelligence) (Individuals and Organizations - by country.)
106. Alien Enemy Control; Escaped Prisoners of War and Internees (Obsolete)
107. Denaturalization Proceedings (Obsolete)
108. Foreign Travel Control (Obsolete)
109. Foreign Political Matters
110. Foreign Economic Matters
111. Foreign Social Conditions
112. Foreign Funds
113. Foreign Military and Naval Matters
114. Alien Property Custodian Matter (Obsolete)
115. Bond Default; Bail Jumper
116. Atomic Energy Act-Applicant; Atomic Energy Act-Employee
117. Atomic Energy Act-Criminal
118. Applicant - Central Intelligence Agency (Obsolete)
119. Federal Regulation of Lobbying Act
120. Federal Tort Claims Act
121. Loyalty of Government Employees (Obsolete)
122. Labor Management Relations Act, 1947
123. Special Inquiry-State Department - Voice of America (U. S. Information Center) (Public Law 402 - 80th Congress)
124. European Recovery Program (International Cooperation Administration) formerly Foreign Operations Administration, Mutual Security Agency, Economic Cooperation Administration or E.R.P., European Recovery Program; A.I.D. - Agency for International Development (Obsolete)
125. Railway Labor Act; Railway Labor Act - Employer's Liability Act
126. National Security Resources Board - Special Inquiry (Obsolete)
127. Sensitive Positions in the U. S. Government - Public Law 266 (Obsolete)

128. International Development Program (Foreign Operations Administration)
129. Evacuation Claims (Obsolete)
130. Special Inquiry - Armed Forces Security Act (Obsolete)
131. Admiralty Matter
132. Special Inquiry - Office of Defense Mobilization (Obsolete)
133. National Science Foundation Act - Applicant (Obsolete)
134. Security Informants
135. PROSAB (Protection of Strategic Air Command Bases of U.S.A. Air Force)
136. American Legion Contact (Obsolete)
137. Criminal Informants
138. Loyalty of Employees of the United Nations and Other Public International Organizations
139. Interception of communications (Formerly Unauthorized Publication or Use of Communications)
140. Security of Government Employees; S.G.E. - Fraud Against the Government
141. False Entries in Records of Interstate Carriers
142. Illegal Use of Railroad Pass
143. Interstate Transportation of Gambling Devices
144. Interstate Transportation of Lottery Tickets
145. Interstate Transportation of Obscene Matter; Broadcasting of Obscene Language
146. Interstate Transportation of Prison Made Goods
147. Federal Housing Administration Matters
148. Interstate Transportation of Fireworks
149. Destruction of Aircraft or Motor Vehicles
151. (Referral cases received from CSC under P. L. 298)
 - Agency for International Development
 - Atomic Energy Commission (Civil Service Commission)
 - National Aeronautics and Space Administration
 - National Science Foundation
 - Peace Corps; Action
 - U.S. Arms Control and Disarmament Agency
 - World Health Organization
 - International Labor Organization
 - U.S. Information Agency
152. Switchblade Knife Act
153. Automobile Information Disclosure Act
154. Interstate Transportation of Unsafe Refrigerators
155. National Aeronautics and Space Act of 1958
156. Welfare and Pension Plans Disclosure Act

157. Extremist Matters; Civil Unrest
158. Labor-Management Reporting and Disclosure Act of 1959
(Security Matter) (Obsolete)
159. Labor-Management Reporting and Disclosure Act of 1959
(Investigative Matter)
160. Federal Train Wreck Statute
161. Special Inquiries for White House, Congressional Committees
and Other Government Agencies
162. Interstate Gambling Activities
163. Foreign Police Cooperation
164. Crime Aboard Aircraft
165. Interstate Transmission of Wagering Information
166. Interstate Transportation in Aid of Racketeering
167. Destruction of Interstate Property
168. Interstate Transportation of Wagering Paraphernalia
169. Hydraulic Brake Fluid Act (Obsolete)
170. Extremist Informants
171. Motor Vehicle Seat Belt Act (Obsolete)
172. Sports Bribery
173. Public Accommodations-Civil Rights Act of 1964
Public Facilities-Civil Rights Act of 1964
Public Education-Civil rights act of 1964
Employment-Civil Rights Act of 1964
174. Explosives and Incendiary Devices; Bomb Threats
(Formerly Bombing Matters; Bombing Matters-Threats)
175. Assaulting the President (or Vice-President) of the
United States
176. Antiriot Laws
177. Discrimination in Housing
178. Interstate Obscene or Harassing Telephone Calls
179. Extortionate Credit Transactions
180. Desecration of the Flag
181. Consumer Credit Protection Act
182. Illegal Gambling Business; Illegal Gambling
Business - Obstruction; Illegal Gambling Business
Forfeiture
183. Racketeer Influenced and Corrupt Organizations
184. Police Killings
185. Protection of Foreign Officials and Official Guests of
the United States

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<u>VOLUME I</u>	<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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FD-1d - Assignment Card (preinserted carbon, white, blue, white, yellow)		1-20-58
FD-4 - Routing Slip	offset paper	3-1-73
FD-5 - File - Serial Charge Out	green bond	6-17-70
FD-9 - Identification Record Request	white bond	4-28-65
FD-10 - Disposition Request	white bond thin white	3-15-73
	FD-10.1	
FD-24 - National Bankruptcy Act Investigations	thin white	12-7-64
FD-26 - Consent to Search Premises (available in Spanish)	white bond	8-19-74
FD-28 - Daily Report	white bond	6-20-72
[FD-29 - Monthly Administrative Report	thin white	[1-21-75]
[FD-29a - Administrative Report	thin white	[1-21-75]
FD-29g - Administrative Report, Accounting Cases	thin white	12-19-73
FD-29h - Administrative Report, Accounting Cases (Totals Sheet)	thin white	12-19-73
FD-29i - Administrative Report, Accounting Personnel	thin white	12-19-73
[FD-31 - Register No. 1 (Agents)	offset paper	[10-1-74]
FD-36 - Teletype Form	thin blue blue bond*	5-22-64
	FD-36.1	
FD-37 - Explanation of Charge for Information (Blue Slip)	blue bond	5-20-70
FD-39 - Field Firearms Training	white card stock	12-11-59
FD-40 - Field Firearms Training Record	white bond	10-29-71
FD-41 - Scientific Training Record	white bond	12-20-60
FD-48 - Field Office Register No. 2	white bond	12-4-58
FD-56 - Stop Notice	white card stock	11-9-66

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KEY: (WH) - with heading

* - replaces mimeograph paper

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-57	- Mail Cover Index Card		white card stock	6-25-73
FD-61	- Identification Order or Check Circular Request	FD-61.1 FD-61.2	white bond thin white thin yellow	2-23-68
FD-65	- Fugitive Form Letter	FD-65.2	white bond thin yellow	7-9-73
FD-67	- Acknowledgment of Transfer Orders		white bond	2-14-74
FD-71	- Complaint Form (preinserted carbon)			7-21-67
FD-73	- Auto Record		white card stock	10-14-54
FD-76	- Field Stenographer's and Typist's Daily Report (preinserted carbon)			3-27-68
FD-77	- Dictation Slip		yellow bond	10-13-66
FD-79	- Charge-out Record of Nonexpendable Property		white bond	1-1-45
FD-85	- Error Form (Field and FBIHQ - tablet form)		white bond	2-5-60
FD-107	- Duplicate Property Record		white card stock	4-8-71
FD-109	- Records Transferred of Agent Transferred		white bond	9-27-72
FD-111	- Semiannual Motor Vehicle Report, Cost of Operation and Accrued Mileage of Bureau-owned Vehicles		white bond	3-22-73
FD-111a	- Semiannual Motor Vehicle Report, Overhead and Indirect Expenses		white bond	6-29-59
FD-113	- Administrative Report Data		white bond	12-19-73
FD-120	- Notice of Tardiness		white bond	12-22-54
FD-122	- Recommendation for Preparation of, or Change in, ADEX Card	FD-122.1 FD-122.2	white bond thin white (WH) thin yellow	3-12-74
FD-123	- Request for Information Concerning Savings Bond Purchases	FD-123.1 FD-123.2	white bond thin white (WH) thin yellow	3-15-73
FD-125	- Record Request		white bond	7-20-73
FD-127	- Daily Report of Chief Clerk's Office		white bond	6-12-74
FD-128	- Letter Changing Office of Origin in Security Cases	FD-128.1	thin white (WH) thin yellow	3-12-74
FD-132	- Request for Approval of Local Police School and/or Assignment of Bureau Instructors	FD-132.1	thin white (WH) thin yellow	2-1-63

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-134	- Form Memorandum	offset paper	4-29-64
FD-135	- Daily Status of Stenographic Work	white bond	2-26-64
FD-140	- Application for Employment	offset paper	4-9-73
FD-145	- Waiver of Indictment	white bond	No date
FD-149	- Lead Sheet	thin white	3-18-65
FD-150	- Monthly Recap of Cost of Operation and Accrued Mileage of Bureau-owned Motor Vehicles	white bond	7-11-66
FD-150a	- Cost of Operation of Bureau-owned Motor Vehicle	white bond	4-10-69
FD-159	- Record of Information Furnished Other Agencies	thin white	5-23-66
FD-160	- Indices Search Slip	white bond	3-23-71
FD-161	- Report of Stamps Used	white bond	10-31-58
FD-164	-- Application to Nominate Representative to Attend FBI National Academy	white bond	7-10-74
FD-165	- FBI Field Office Wanted-Flash-Cancellation Notice	pink bond	6-17-74
FD-166	- Absence Schedule	white bond	No date
FD-173	- Information Concerning Last Federal Employment	white bond	4-3-69
FD-177	- Letter to Registrant (Selective Service Cases)	white bond thin yellow	3-15-73
		FD-177.1	
FD-178	- Letter to Person Listed as Always Knowing Registrant's Address (Selective Service Cases)	white bond	3-15-73
FD-179	- Letter to Registrant's Employer (Selective Service Cases)	white bond	3-15-73
FD-180	- Letter to Any Person Who is Acquainted with Registrant Who May Know His Whereabouts (Selective Service Cases)	white bond	3-15-73
FD-181	- Letter to Postmaster (Selective Service Cases)	white bond	3-15-73
FD-182	- Letter to Registrant (in Spanish) (Selective Service Cases)	white bond thin yellow	3-15-73
		FD-182.1	
FD-183	- Reemployment Rights Following Military Service	offset paper	7-10-74

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-185	- Report of Performance Rating	white bond	10-26-70
[FD-185a	- Performance Rating Guide for Investigative Personnel	white bond	[11-11-74]
[FD-185b	- Performance Rating Guide for Clerical Personnel	white bond	[11-11-74]
FD-186	- Memorandum re Posting of Information on ADEX Card	white bond	10-5-72
FD-188	- Letter Requesting Verification of Present or Prior Military Service (Selective Service Cases)	FD-188.1 thin white (WH) thin yellow	3-3-69
FD-189	- Employee's Salary and Assignment Changes	white bond	9-8-72
FD-190	- Interview Form	white bond	2-13-74
FD-191	- Notification of Arrest of Juvenile	FD-191.1 thin white (WH) thin yellow	1-24-63
FD-192	- Bulky Exhibit - Inventory of Property Acquired as Evidence	FD-192.1 green bond thin white	10-6-65
FD-193	- Report of Exit Interview and Separation	white bond	7-10-74
FD-195	- Statement of Federal Service	ADP Card	3-23-59
FD-196	- Request for Search in National Fraudulent Check File	thin white	5-13-71
FD-197	- File Locate	white bond	1-14-60

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FD-200	- Request for Stenographers	white bond	2-17-60
FD-203	- Memorandum Requesting Investigation in Security Cases and Extremist Matters	white bond	8-10-71
FD-204	- Investigative Report	FD-204.1 thin white offset paper*	3-3-59
FD-205	- Notification of Delinquent Deadline Case	thin white (WH)	4-13-70
FD-207	- Address and Phone Change, Marital Status and Births	white bond	4-3-67
FD-208	- Information re Illnesses, Deaths, Advanced Leave, LWOP	white bond	7-23-73
FD-209	- Memorandum for Recording Contacts with Criminal, Extremist, and Security Informants	thin white (WH)	4-1-74
FD-210	- Letterhead Memorandum Setting Out Information Regarding Alien	thin white (WH)	3-23-61
FD-211	- Record of Registered Mail Received from Bureau	thin white	3-18-66
[FD-212	- Monthly Automotive Inspection Report	white bond	[6-5-74]
FD-213	- Dictation Assignment	white bond	3-25-68
FD-215	- Individual Security Patrol Daily Report	white bond	5-18-66
FD-215a	- Combined Security Patrol Report	white bond	5-9-74
FD-215b	- Security Patrol Log	white bond	5-18-66
FD-217	- Notification of Bureau File Number	yellow bond	2-7-68
FD-218	- Supply Requisition	white bond	2-21-74
FD-220	- Deserter Fugitive Airtel	FD-220.1 FD-220.2 (blue bond discontinued) thin blue thin yellow	2-12-73
FD-220a	- Deserter Fugitive Airtel (copy for Armed Forces)	thin white	2-12-73
FD-221	- Confidential Fund Receipt Executed by Special Agent	white bond	3-1-66
FD-221a	- Request for Funds for Payment to Informant	white bond	7-15-70

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-222	- Nonexpendable Inventory Record Card (preinserted carbon)		1-13-67
FD-223	- Letter to Vendor Concerning Invoices	white bond	3-15-73
FD-224	- Personal Data Form (reinstatement of Serviceman)	white bond	10-26-61
FD-226	- Expendable Supply Requisition (For use in BS, CG, DE, LA, MP, NK, NY, PH, and SF)	white bond	No date
FD-229	- Error Slip (Dictaphone Memobelts)	white bond	No date
FD-231	- Cover Letter for EOD Forms	white bond	6-11-74
[FD-237	- Criminal Informant Review Sheet	pink bond	[1-14-75]
[FD-238	- Security Informant Review Sheet	pink bond	[1-14-75]
FD-239	- Imprest Fund, Itemization of Expenses and Receipt	thin white	7-25-62
FD-241	- Education Facilities in the Washington Area	offset paper	7-15-69
FD-242	- Information Concerning the Clerical and Clerical-Skilled Oriented Positions	offset paper	11-4-74
FD-243	- Position Description Form	white bond	7-2-74
FD-243a	- Transmittal Letter for Position Description Data	FD-243.1 thin white (WH) thin yellow	3-13-63
FD-245	- File Front (fold-over top)		4-13-60
FD-246	- FBI Time and Attendance Report	ADP card	9-21-67
FD-247	- Abstract (blue and white - preinserted carbon)		3-27-58
FD-249	- Criminal Fingerprint Card	white card stock	3-13-72
FD-250	- Single Abstract	FD-250.1 FD-250.2 FD-250.3 pink bond blue bond white bond yellow bond	11-30-54
FD-251	- Film Pack Log	white card stock	10-20-64
FD-252	- Employee Suggestion	thin white	9-11-59
FD-253	- Special Agents Insurance Fund Beneficiary Form	thin white (WH)	3-22-73
FD-254	- Receipt for GTR	green card stock	6-8-55

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-255	- Recommendation for Incentive Award		thin white (WH)	12-30-70
FD-256	- Field Office Register No. 3		buff ledger paper	6-20-72
FD-257	- Information Concerning Special Agent Position		offset paper	11-4-74
FD-258	- Applicant Fingerprint Card		white card stock	4-25-72
FD-260	- Out Card, General Index	FD-260.1	pink card stock salmon card stock	3-3-55
FD-263	- Cover Page Accompanying Investigative Report	FD-263.1	thin white offset paper*	1-7-72
FD-264	- Job Qualification Statement of Position of Radio Maintenance Technician		offset paper	11-4-74
FD-266	- Request for Information		white bond	6-11-64
FD-268	- Positions for Applicants in the Laboratory		offset paper	11-4-74
[FD-271	- Monthly Review Sheet		white bond	[1-24-75]
FD-272	- Cover Page Accompanying Summary Report	FD-272.1	thin pink pink bond*	3-3-59
[FD-273	- Information Concerning Housing Conditions in Washington, D. C., and Vicinity		offset paper	[3-27-75]
FD-276	- Radio Interference Report		white bond	1-31-67
FD-277	- Field Reply to Bureau Follow-up Letter (Form 3-208) re SA Physical Condition	FD-277.1	white bond thin yellow	2-15-74
FD-278	- CW Radio Message Form		white bond	12-11-58
FD-279	- CW Radio Log		white bond	12-3-58
FD-280	- Decoded Copy - Radio or Teletype		pink bond	8-28-58
FD-281	- Receipt for Government Property (full sheet)		white bond	8-11-64
FD-281a	- Receipt for Government Property (half sheet)		white bond	8-11-64
FD-282	- Annual Leave Request		white bond	4-24-74
FD-282a	- Annual Leave Request (for SAC, ASAC; in excess of two days for employees on (1) probation, (2) against whom disciplinary action is pending)		white bond	8-25-67

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FD-284	- Purchase Order (preinserted carbon)		8-13-63
FD-285	- FBI Personnel Status Form	white bond	2-12-71
FD-286	- Daily Traffic Report	white bond	12-11-64
FD-287	- Clerical Vocation Record	white bond	4-1-74
FD-287a	- Agent Vocation Record	white bond	4-1-74
FD-288	- Operator's Road Test and Driving Certification	white bond	7-14-71
FD-290	- CW Radio Delinquency Report	thin white (WH)	2-11-63
FD-291	- Employment Agreement	white bond	11-1-73
FD-292	- Change in Marital Status	white bond	10-9-73
FD-293	- 10-Day Interview	white bond	9-6-72
FD-294	- Letter Initiating Investigations of Clerical Employees and Special Agents (Law)	thin white (WH) thin yellow	6-3-74
FD-295	- Selective Service - Reserve Status	white card stock	8-3-73
FD-296	- Log of Toll Calls	white bond	3-4-64
FD-297	- Log for Technical Surveillance	thin white	1-28-57
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FD-301	- Report of Audit of Imprest Fund	white bond	5-23-57
FD-302	- Form for Reporting Information That May Become Testimony (preinserted carbon)	FD-302.1 offset paper*	11-27-70
FD-303.	- Stock Issue Record	white card stock	6-13-57
FD-304	- Record of Absences for Illness	white card stock	6-25-65
[FD-305	- Last Cover Page for ADEX Report	thin white	[2-13-75]
FD-306	- Cover Sheet for Informant Report or Material	FD-306.1 thin white offset paper*	9-30-69
[FD-307	- Application for Sick Leave Statement	white bond	[2-5-75]
FD-308	- Federal Savings Bond Payroll Allotment Authorization and Record	white bond	6-29-67
FD-309	- Report of Interview with Employee Departing on Maternity Leave	white bond	6-20-69
FD-310	- Change of Address	white card stock	2-27-73
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FD-313	- In-Service Training Confirmation for Special Agents	white bond	7-19-74
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FD-315	- INS Lookout Notice	white bond	9-10-68
FD-316	- Background Data for Limited Inquiries on Maintenance Employees	thin white (WH)	2-4-71
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FD-319	- Interview Form - FBI National Academy Applicant	white bond	8-1-73
FD-320	- FBI Case Status Form	FD-320.1 white bond thin yellow	9-30-74
FD-321	- Publicity Cancellation Notice re Fugitives	white card stock	6-30-72

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FD-338a	- Intraoffice Memorandum re Destruction of Channelizing Memoranda under 1-Year Rule	white bond	4-8-63
[FD-339	- Currency List (preinserted carbon)		[8-2-74]
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		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
[FD-340a	- 1-A Envelope	manila	[3-12-74]
FD-341	- Radio Equipment Maintenance Log	white ledger paper	7-28-61
FD-342	- Dissemination Routing Slip -- Local Intelligence Agencies	white bond	3-15-73
FD-344	- Annual Telephone Equipment and Cost Report	white bond	3-27-72
FD-345	- Photographic -- Photocopy Log	white bond	3-11-63
FD-346	- Immigrant Case Form Letter to Bureau and Washington Field Office	white bond thin yellow	12-21-70
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FD-348	- Informant Index Card	white card stock	9-18-73
FD-349	- Work Sheet -- Stenographer's Production Average	white bond	3-27-68
FD-350	- Mounting Sheet for Newspaper Clippings	white bond	7-16-63
FD-351	- Assumption of Custody Request	thin white (WH) thin yellow	4-4-73
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FD-357	- Automobile Utilization Chart	white bond	1-13-69
FD-358	- State Teletype System Form	thin yellow	3-29-65
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FD-360	- Car Occupant Chart	white bond	7-18-63
FD-361	- Request and Authorization for, or Cancellation of, Allotment of Compensation for State Income Tax Purposes	white bond	9-29-72
[FD-365	- Airtel -- Summary of Complaint	thin blue thin yellow	[11-27-74]
FD-366	- Letterhead Memorandum Advising Secret Service of Change in Residence and/or Employment of Certain Bureau Subjects	thin white (WH) thin yellow	12-12-72

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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FD-371	- Monthly Letter re Dissemination of Criminal Information	FD-371.1	thin white (WH) thin yellow	1-4-73
FD-374	- Monthly Progress Letter for Criminal Informant Program	FD-374.1	white bond thin yellow	2-4-65
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[FD-379	- Request for Interview Authorization re Contact Cases	FD-379.1	thin white (WH) thin yellow	[7-1-74]
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FD-382	- Foreign Assignment Agreement		white bond	5-9-72
FD-383	- FBI Facial Identification Fact Sheet		white bond	4-28-69
FD-385	- Letter to Bureau re Criminal Intelligence Program, La Cosa Nostra (LCN)		white bond	10-12-66
FD-386	- Comsec & Related Equipment - Maintenance Log		white ledger paper	8-1-68
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FD-394	- Airtel, Criminal Intelligence Program (Monthly Summary of Accomplishments)	FD-394.1	thin blue thin yellow	2-20-74
FD-394a	- Last Page of Form FD-394 (Monthly Gambling Accomplishments)	FD-394a.1	thin blue thin yellow	9-25-67
FD-395	- Interrogation; Advice of Rights (available in Chinese and Spanish)		white bond	10-10-67

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-396	- Envelope for Submission of "The Investigator" Items	manila	10-9-67
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FD-402	- Quarterly Report of Outgoing FIS Telephone Calls	white bond	12-10-70
FD-404	- Your Rights at a Lineup (available in Spanish)	white bond	8-21-68
FD-405	- Extremist Informants Statistical Report	FD-405.1 thin white (WH) thin yellow	3-8-74
FD-405a	- Areas of Informant Development	FD-405a.1 thin white thin yellow	10-5-73
FD-405b	- Informants Accomplishments	FD-405b.1 thin white thin yellow	10-5-73
[FD-406	- Authority to Release Information	white bond	[10-21-74]
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FD-408	- Application for Reimbursement of Real Estate Expenses	white bond	8-27-69
FD-409	- BUAP - Status Inquiry	white bond	7-20-72
FD-410	- Motor Vehicle Recoveries	thin white	8-18-70
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FD-421	- Secure Teletype Log	white bond	8-4-71
FD-422	- Secure Teletype Log Recap	white bond	8-4-71
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FD-426	- Visitors' Log	white bond	3-19-70
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FD-428	- Letter re Status of Cryptosystems Personnel	FD-428.1 FD-428.2 white bond thin white thin yellow	10-29-74
FD-429	- Special Clerk Agreement	white bond	6-5-72
FD-430	- Airtel for Bank Robbery ADP Entry	FD-430.1 thin blue thin yellow	5-22-74
FD-431	- Letter re Authorization or Disposition of Personally Owned Side Arm	thin white (WH)	5-12-71
FD-432	- Photograph Album, Extremist or Arab	white bond	3-29-73
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FD-434	- Request for Cancellation of Savings and/or Checking Account Allotments	white bond	10-1-73
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FD-436	- Airtel - Bombing Statistics	FD-436.1 thin blue thin yellow	8-4-72
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FD-438a	- Bureau Copy, Field Tickler Copy, Yellow File Copy, of Form FD-438	FD-438a.1 thin white (WH) thin yellow	1-20-71
[FD-439	- Quarterly Statistical Report of Security Informants	FD-439.1 thin white thin yellow	[1-14-75]
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FD-446	- Physical Examination Authorization - Veterans Administration	white bond	4-1-74
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GSA 532B	- Visible Pocket Insert	white bond	January, 1951

KEY: GSA - General Services Administration

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.... Post Office Audit
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- 3-34c M&T Blocked Yellow (no other file copy - per Love
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- 3-501 Credential Work Sheet Exhibits Section
- 3-505 Reply to Applicant - Satisfactory Ratings not Attained (thin white and M&T blocked thin yellow available) Personnel Section, Applicant and Placement Unit
- 3-506 Reply to Applicant - No Encouragement; Applications Exceed Appointments which are made on a Highly Competitive Basis (thin white and M&T blocked thin yellow available). Personnel Section, Applicant and Placement Unit
- 3-508 Reply to Applicant - Appointment not Possible at this Time; Qualifications on File for Future Reference (no action category - per Lois Carter 10/5/72) (thin white and M&T blocked thin yellow available) Personnel Section, Applicant and Placement Unit
- 3-509 Reply to Applicant - Appointment not Possible at this Time; Qualifications Listed for Future Reference (thin white and M&T blocked thin yellow available) Personnel Section, Applicant and Placement Unit
- 3-512 Purchase Order (white, numbered consecutively, and used exclusively at the FBIHQ) (formerly green, consecutively numbered copy of FD-284) Procurement and Administrative Services Section
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- 3-521 Evaluation Summary - Nonsupervisory
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- 3-561 Airtel Transmitting Artist's Conceptions (thin green -
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- 3-587 Additional Instructions to Appointee (Field) (enclosure to Forms 3-159 and 3-310) (thin white and unblocked thin yellow available)
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- 3-588b Enclosure to Form 3-588 - General Information for Survivors (4 pages - copies not to be assembled or stapled for Division III - per Ruth Wood) (bond)
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(formerly 11-5) (bond)
Freedom of Information Act Section
- 4-684a DAG (Deputy Attorney General) Tickler of Form 4-684
(formerly 11-5a) (thin white with heading)
Freedom of Information Act Section
- 4-684b Yellow File Copies (2) and FBIHQ Tickler of Form 4-684
(formerly 11-5b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section
- 4-685 Nonidentifiable Acknowledgment to Correspondent
(formerly 11-6) (bond)
Freedom of Information Act Section
- 4-685a DAG (Deputy Attorney General) Tickler of Form 4-685
(formerly 11-6a) (thin white with heading)
Freedom of Information Act Section
- 4-685b Yellow File Copies (2) and FBIHQ Tickler of Form 4-685
(formerly 11-6b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section

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FD-1d - Assignment Card (preinserted carbon, white, blue, white, yellow)		1-20-58
FD-4 - Routing Slip	offset paper	3-1-73
FD-5 - File - Serial Charge Out	green bond	6-17-70
FD-9 - Identification Record Request	white bond	4-28-65
FD-10 - Disposition Request	white bond thin white	3-15-73
	FD-10.1	
FD-24 - National Bankruptcy Act Investigations	thin white	12-7-64
FD-26 - Consent to Search Premises (available in Spanish)	white bond	8-19-74
FD-28 - Daily Report	white bond	6-20-72
[FD-29 - Monthly Administrative Report	thin white	[1-21-75]
[FD-29a - Administrative Report	thin white	[1-21-75]
FD-29g - Administrative Report, Accounting Cases	thin white	12-19-73
FD-29h - Administrative Report, Accounting Cases (Totals Sheet)	thin white	12-19-73
FD-29i - Administrative Report, Accounting Personnel	thin white	12-19-73
[FD-31 - Register No. 1 (Agents)	offset paper	[10-1-74]
FD-36 - Teletype Form	thin blue blue bond*	5-22-64
	FD-36.1	
FD-37 - Explanation of Charge for Information (Blue Slip)	blue bond	5-20-70
FD-39 - Field Firearms Training	white card stock	12-11-59
FD-40 - Field Firearms Training Record	white bond	10-29-71
FD-41 - Scientific Training Record	white bond	12-20-60
FD-48 - Field Office Register No. 2	white bond	12-4-58
FD-56 - Stop Notice	white card stock	11-9-66

KEY: (WH) - with heading

* - replaces mimeograph paper

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-57	- Mail Cover Index Card		white oard stock	6-25-73
FD-61	- Identification Order or Check Circular Request	FD-61.1 FD-61.2	white bond thin white thin yellow	2-23-68
FD-65	- Fugitive Form Letter	FD-65.2	white bond thin yellow	7-9-73
FD-67	- Acknowledgment of Transfer Orders		white bond	2-14-74
FD-71	- Complaint Form (preinserted carbon)			7-21-67
FD-73	- Auto Record		white oard stock	10-14-54
FD-76	- Field Stenographer's and Typist's Daily Report (preinserted carbon)			3-27-68
FD-77	- Dictation Slip		yellow bond	10-13-66
FD-79	- Charge-out Record of Nonexpendable Property		white bond	1-1-45
FD-85	- Error Form (Field and FBIHQ - tablet form)		white bond	2-5-60
FD-107	- Duplicate Property Record		white oard stock	4-8-71
FD-109	- Records Transferred of Agent Transferred		white bond	9-27-72
FD-111	- Semiannual Motor Vehicle Report, Cost of Operation and Accrued Mileage of Bureau-owned Vehicles		white bond	3-22-73
FD-111a	- Semiannual Motor Vehicle Report, Overhead and Indirect Expenses		white bond	6-29-59
FD-113	- Administrative Report Data		white bond	12-19-73
FD-120	- Notice of Tardiness		white bond	12-22-54
FD-122	- Recommendation for Preparation of, or Change in, ADEX Card	FD-122.1 FD-122.2	white bond thin white (WH) thin yellow	3-12-74
FD-123	- Request for Information Concerning Savings Bond Purchases	FD-123.1 FD-123.2	white bond thin white (WH) thin yellow	3-15-73
FD-125	- Record Request		white bond	7-20-73
FD-127	- Daily Report of Chief Clerk's Office		white bond	6-12-74
FD-128	- Letter Changing Office of Origin in Security Cases	FD-128.1	thin white (WH) thin yellow	3-12-74
FD-132	- Request for Approval of Local Police School and/or Assignment of Bureau Instructors	FD-132.1	thin white (WH) thin yellow	2-1-63

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-134	- Form Memorandum	offset paper	4-29-64
FD-135	- Daily Status of Stenographic Work	white bond	2-26-64
FD-140	- Application for Employment	offset paper	4-9-73
FD-145	- Waiver of Indictment	white bond	No date
FD-149	- Lead Sheet	thin white	3-18-65
FD-150	- Monthly Recap of Cost of Operation and Accrued Mileage of Bureau-owned Motor Vehicles	white bond	7-11-66
FD-150a	- Cost of Operation of Bureau-owned Motor Vehicle	white bond	4-10-69
FD-159	- Record of Information Furnished Other Agencies	thin white	5-23-66
FD-160	- Indices Search Slip	white bond	3-23-71
FD-161	- Report of Stamps Used	white bond	10-31-58
FD-164	- Application to Nominate Representative to Attend FBI National Academy	white bond	7-10-74
FD-165	- FBI Field Office Wanted-Flash-Cancellation Notice	pink bond	6-17-74
FD-166	- Absence Schedule	white bond	No date
FD-173	- Information Concerning Last Federal Employment	white bond	4-3-69
FD-177	- Letter to Registrant (Selective Service Cases)	white bond thin yellow	3-15-73
		FD-177.1	
FD-178	- Letter to Person Listed as Always Knowing Registrant's Address (Selective Service Cases)	white bond	3-15-73
FD-179	- Letter to Registrant's Employer (Selective Service Cases)	white bond	3-15-73
FD-180	- Letter to Any Person Who is Acquainted with Registrant Who May Know His Whereabouts (Selective Service Cases)	white bond	3-15-73
FD-181	- Letter to Postmaster (Selective Service Cases)	white bond	3-15-73
FD-182	- Letter to Registrant (in Spanish) (Selective Service Cases)	white bond thin yellow	3-15-73
		FD-182.1	
FD-183	- Reemployment Rights Following Military Service	offset paper	7-10-74

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-185	- Report of Performance Rating	white bond	10-26-70
[FD-185a	- Performance Rating Guide for Investigative Personnel	white bond	[11-11-74]
[FD-185b	- Performance Rating Guide for Clerical Personnel	white bond	[11-11-74]
FD-186	- Memorandum re Posting of Information on ADEX Card	white bond	10-5-72
FD-188	- Letter Requesting Verification of Present or Prior Military Service (Selective Service Cases)	FD-188.1 thin white (WH) thin yellow	3-3-69
FD-189	- Employee's Salary and Assignment Changes	white bond	9-8-72
FD-190	- Interview Form	white bond	2-13-74
FD-191	- Notification of Arrest of Juvenile	FD-191.1 thin white (WH) thin yellow	1-24-63
FD-192	- Bulky Exhibit - Inventory of Property Acquired as Evidence	FD-192.1 green bond thin white	10-6-65
FD-193	- Report of Exit Interview and Separation	white bond	7-10-74
FD-195	- Statement of Federal Service	ADP Card	3-23-59
FD-196	- Request for Search in National Fraudulent Check File	thin white	5-13-71
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FD-203 - Memorandum Requesting Investigation in Security Cases and Extremist Matters	white bond	8-10-71
FD-204 - Investigative Report	FD-204.1 thin white offset paper*	3-3-59
FD-205 - Notification of Delinquent Deadline Case	thin white (WH)	4-13-70
FD-207 - Address and Phone Change, Marital Status and Births	white bond	4-3-67
FD-208 - Information re Illnesses, Deaths, Advanced Leave, LWOP	white bond	7-23-73
FD-209 - Memorandum for Recording Contacts with Criminal, Extremist, and Security Informants	thin white (WH)	4-1-74
FD-210 - Letterhead Memorandum Setting Out Information Regarding Alien	thin white (WH)	3-23-61
FD-211 - Record of Registered Mail Received from Bureau	thin white	3-18-66
[FD-212 - Monthly Automotive Inspection Report	white bond	[6-5-74]
FD-213 - Dictation Assignment	white bond	3-25-68
FD-215 - Individual Security Patrol Daily Report	white bond	5-18-66
FD-215a - Combined Security Patrol Report	white bond	5-9-74
FD-215b - Security Patrol Log	white bond	5-18-66
FD-217 - Notification of Bureau File Number	yellow bond	2-7-68
FD-218 - Supply Requisition	white bond	2-21-74
FD-220 - Deserter Fugitive Airtel	FD-220.1 FD-220.2 (blue bond discontinued) thin blue thin yellow	2-12-73
FD-220a - Deserter Fugitive Airtel (copy for Armed Forces)	thin white	2-12-73
FD-221 - Confidential Fund Receipt Executed by Special Agent	white bond	3-1-66
FD-221a - Request for Funds for Payment to Informant	white bond	7-15-70

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-222	- Nonexpendable Inventory Record Card (preinserted carbon)		1-13-67
FD-223	- Letter to Vendor Concerning Invoices	white bond	3-15-73
FD-224	- Personal Data Form (reinstatement of Serviceman)	white bond	10-26-61
FD-226	- Expendable Supply Requisition (For use in BS, CG, DE, LA, MP, NK, NY, PH, and SF)	white bond	No date
FD-229	- Error Slip (Diotaphone Memobelts)	white bond	No date
FD-231	- Cover Letter for EOD Forms	white bond	6-11-74
[FD-237	- Criminal Informant Review Sheet	pink bond	[1-14-75]
[FD-238	- Security Informant Review Sheet	pink bond	[1-14-75]
FD-239	- Imprest Fund, Itemization of Expenses and Receipt	thin white	7-25-62
FD-241	- Education Facilities in the Washington Area	offset paper	7-15-69
FD-242	- Information Concerning the Clerical and Clerical-Skilled Oriented Positions	offset paper	11-4-74
FD-243	- Position Description Form	white bond	7-2-74
FD-243a	- Transmittal Letter for Position Description Data	FD-243.1 thin white (WH) thin yellow	3-13-63
FD-245	- File Front (fold-over top)		4-13-60
FD-246	- FBI Time and Attendance Report	ADP card	9-21-67
FD-247	- Abstract (blue and white - preinserted carbon)		3-27-58
FD-249	- Criminal Fingerprint Card	white card stock	3-13-72
FD-250	- Single Abstract	FD-250.1 FD-250.2 FD-250.3 pink bond blue bond white bond yellow bond	11-30-54
FD-251	- Film Pack Log	white card stock	10-20-64
FD-252	- Employee Suggestion	thin white	9-11-59
FD-253	- Special Agents Insurance Fund Beneficiary Form	thin white (WH)	3-22-73
FD-254	- Receipt for GTR	green card stock	6-8-55

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-255	- Recommendation for Incentive Award	thin white (WH)	12-30-70
FD-256	- Field Office Register No. 3	buff ledger paper	6-20-72
FD-257	- Information Concerning Special Agent Position	offset paper	11-4-74
FD-258	- Applicant Fingerprint Card	white card stock	4-25-72
FD-260	- Out Card, General Index	pink card stock salmon card stock	3-3-55
		FD-260.1	
FD-263	- Cover Page Accompanying Investigative Report	thin white offset paper*	1-7-72
		FD-263.1	
FD-264	- Job Qualification Statement of Position of Radio Maintenance Technician	offset paper	11-4-74
FD-266	- Request for Information	white bond	6-11-64
FD-268	- Positions for Applicants in the Laboratory	offset paper	11-4-74
[FD-271	- Monthly Review Sheet	white bond	[1-24-75]
FD-272	- Cover Page Accompanying Summary Report	thin pink pink bond*	3-3-59
		FD-272.1	
[FD-273	- Information Concerning Housing Conditions in Washington, D. C., and Vicinity	offset paper	[3-27-75]
FD-276	- Radio Interference Report	white bond	1-31-67
FD-277	- Field Reply to Bureau Follow-up Letter (Form 3-208) re SA Physical Condition	white bond thin yellow	2-15-74
		FD-277.1	
FD-278	- CW Radio Message Form	white bond	12-11-58
FD-279	- CW Radio Log	white bond	12-3-58
FD-280	- Decoded Copy - Radio or Teletype	pink bond	8-28-58
FD-281	- Receipt for Government Property (full sheet)	white bond	8-11-64
FD-281a	- Receipt for Government Property (half sheet)	white bond	8-11-64
FD-282	- Annual Leave Request	white bond	4-24-74
FD-282a	- Annual Leave Request (for SAC, ASAC; in excess of two days for employees on (1) probation, (2) against whom disciplinary action is pending)	white bond	8-25-67

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-283	- FM Radio Station Log	white bond	2-8-63
FD-284	- Purchase Order (preinserted carbon)		8-13-63
FD-285	- FBI Personnel Status Form	white bond	2-12-71
FD-286	- Daily Traffic Report	white bond	12-11-64
FD-287	- Clerical Vocation Record	white bond	4-1-74
FD-287a	- Agent Vocation Record	white bond	4-1-74
FD-288	- Operator's Road Test and Driving Certification	white bond	7-14-71
FD-290	- CW Radio Delinquency Report	thin white (WH)	2-11-63
FD-291	- Employment Agreement	white bond	11-1-73
FD-292	- Change in Marital Status	white bond	10-9-73
FD-293	- 10-Day Interview	white bond	9-6-72
FD-294	- Letter Initiating Investigations of Clerical Employees and Special Agents (Law)	thin white (WH) thin yellow	6-3-74
FD-295	- Selective Service - Reserve Status	white card stock	8-3-73
FD-296	- Log of Toll Calls	white bond	3-4-64
FD-297	- Log for Technical Surveillance	thin white	1-28-57
FD-298	- Letter Instructing the Cincinnati Office to Request Search of R. O. Polk Company Files	white bond	1-10-63
FD-299	- Historical Record	white card stock	3-14-57

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FD-301	- Report of Audit of Imprest Fund	white bond	5-23-57
FD-302	- Form for Reporting Information That May Become Testimony (preinserted carbon)	FD-302.1 offset paper*	11-27-70
FD-303	- Stock Issue Record	white card stock	6-13-57
FD-304	- Record of Absences for Illness	white card stock	6-25-65
[FD-305	- Last Cover Page for ADEX Report	thin white	[2-13-75]
FD-306	- Cover Sheet for Informant Report or Material	FD-306.1 thin white offset paper*	9-30-69
[FD-307	- Application for Sick Leave Statement	white bond	[2-5-75]
FD-308	- Federal Savings Bond Payroll Allotment Authorization and Record	white bond	6-29-67
FD-309	- Report of Interview with Employee Departing on Maternity Leave	white bond	6-20-69
FD-310	- Change of Address	white card stock	2-27-73
FD-311	- Letter Identifying Clerical Employees as Potential Special Agents	thin white (WH)	11-29-74
FD-313	- In-Service Training Confirmation for Special Agents	white bond	7-19-74
FD-314	- Office of Preference Letter	white bond	3-1-74
FD-315	- INS Lookout Notice	white bond	9-10-68
FD-316	- Background Data for Limited Inquiries on Maintenance Employees	thin white (WH)	2-4-71
FD-318	- Questionnaire for Applicants for Radio Maintenance Technician Positions	white bond	10-30-73
FD-319	- Interview Form - FBI National Academy Applicant	white bond	8-1-73
FD-320	- FBI Case Status Form	FD-320.1 white bond thin yellow	9-30-74
FD-321	- Publicity Cancellation Notice re Fugitives	white card stock	6-30-72

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-322	- Employment Opportunities for Your Associates	white bond	1-4-73
FD-324	- Special Agents' Accomplishments Record	white bond	5-13-74
FD-325	- Promotion Recommendation for Non-Agent Personnel	FD-325.1 FD-325.2	white bond thin white thin yellow 6-16-72
FD-326	- Recommendation for Trial Assignment	FD-326.1 FD-326.2	white bond thin white thin yellow 6-16-72
FD-327	- Reassignment and Permanent Assignment Letter	FD-327.1 FD-327.2	white bond thin white thin yellow 10-3-67
FD-328	- Waiver of Consent for Polygraph (available in Spanish for AQ, EP, NY, PX, MM, SA, SD, SJ)	white bond	8-9-72
FD-329	- Monthly Report - VOT	ADP card	1-23-74
FD-330	- Itinerary	yellow ledger paper	11-29-72
FD-331	- Letter to Secure Bureau Authority for Part-time Employment	white bond	9-8-72
FD-331a	- Letter Advising of Termination of Part-time Employment	white bond	1-11-63
FD-333	- Interview - Departure for Military Service	white bond	11-3-67
FD-334	- Crypto Log	white bond	7-19-67
FD-335	- Employees Information Sheet and Questionnaire re Foreign Assignment and Assignment to Anchorage, Honolulu, and San Juan	white bond	4-16-74
FD-336	- Request for Authorization to Interview Subject	FD-336.1	thin white (WH) thin yellow 4-1-74
FD-337	- Personal History of Disaster Victim	white bond	7-24-62
FD-338	- Intraoffice Memorandum re Destruction of Channelizing Memoranda after Inclusion in Reports	white bond	3-14-68
FD-338a	- Intraoffice Memorandum re Destruction of Channelizing Memoranda under 1-Year Rule	white bond	4-8-63
[FD-339	- Currency List (preinserted carbon)		[8-2-74]
FD-340	- 1-A Envelope	small white bond	6-24-65

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
[FD-340a	- 1-A Envelope	manila	[3-12-74]
FD-341	- Radio Equipment Maintenance Log	white ledger paper	7-28-61
FD-342	- Dissemination Routing Slip - Local Intelligence Agencies	white bond	3-15-73
FD-344	- Annual Telephone Equipment and Cost Report	white bond	3-27-72
FD-345	- Photographic - Photocopy Log	white bond	3-11-63
FD-346	- Immigrant Case Form Letter to Bureau and Washington Field Office	white bond thin yellow	12-21-70
		FD-346.1	
FD-347	- Lead Card (preinserted carbon)		8-5-69
FD-348	- Informant Index Card	white card stock	9-18-73
FD-349	- Work Sheet - Stenographer's Production Average	white bond	3-27-68
FD-350	- Mounting Sheet for Newspaper Clippings	white bond	7-16-63
FD-351	- Assumption of Custody Request	thin white (WH) thin yellow	4-4-73
		FD-351.1	
FD-352	- Handwriting and/or Hand Printing Specimen in Fraudulent Check Cases	green - white bond	3-24-69
FD-353	- Personal Identification Fingerprint Card	white card stock	7-27-65
FD-354	- Interview or Report re Sick Leave	thin white	8-1-73
FD-356	- Request for Agency Check	white bond	7-24-74
FD-357	- Automobile Utilization Chart	white bond	1-13-69
FD-358	- State Teletype System Form	thin yellow	3-29-65
FD-359	- Frequency Chart (For use in BA, BS, BU, CG, CV, DE, JK, KC, LV, LA, MM, MI, NK, NH, NY, PH, PX, PG, SL, SD, SF, SJ, SE, TP, WFO)	white bond	6-27-63
FD-360	- Car Occupant Chart	white bond	7-18-63
FD-361	- Request and Authorization for, or Cancellation of, Allotment of Compensation for State Income Tax Purposes	white bond	9-29-72
[FD-365	- Airtel - Summary of Complaint	thin blue thin yellow	[11-27-74]
		FD-365.1	
FD-366	- Letterhead Memorandum Advising Secret Service of Change in Residence and/or Employment of Certain Bureau Subjects	thin white (WH) thin yellow	12-12-72
		FD-366.1	

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-367	- Transmittal Letter for Cease-duty Performance Rating and Bureau Property	FD-367.1	white bond thin white	10-20-69
FD-369	- Requisition for Supplies and/or Equipment (preinserted carbon)			8-17-70
FD-370	- Progress Record for New Agents Training Programs in Field		white bond	10-25-72
FD-371	- Monthly Letter re Dissemination of Criminal Information	FD-371.1	thin white (WH) thin yellow	1-4-73
FD-374	- Monthly Progress Letter for Criminal Informant Program	FD-374.1	white bond thin yellow	2-4-65
FD-375	- Training Agreement		white bond	8-28-72
FD-376	- Dissemination Letter to Secret Service	FD-376.1	thin white (WH) thin yellow	10-9-73
[FD-377	- Extremist Informant Review Sheet		pink bond	[1-14-75]
[FD-379	- Request for Interview Authorization re Contact Cases	FD-379.1	thin white (WH) thin yellow	[7-1-74]
FD-380	- Personnel Record (Fingerprint Card) (formerly "No Number" form - Volume III)		white card stock	7-27-65
FD-381	- Motor Vehicle Maintenance Record		white bond	11-3-65
FD-382	- Foreign Assignment Agreement		white bond	5-9-72
FD-383	- FBI Facial Identification Fact Sheet		white bond	4-28-69
FD-385	- Letter to Bureau re Criminal Intelligence Program, La Cosa Nostra (LCN)		white bond	10-12-66
FD-386	- Comsec & Related Equipment - Maintenance Log		white ledger paper	8-1-68
[FD-388	- Leads Letter re Change in Marital Status		thin white (WH)	[2-11-75]
FD-391	- Request for Authority to Hire Applicants	FD-391.1 FD-391.2	(blue bond discontinued) thin blue thin yellow	2-29-68
FD-392	- Stenographer - Typist Production and Accuracy Monthly Report		white bond	11-7-74
FD-394	- Airtel, Criminal Intelligence Program (Monthly Summary of Accomplishments)	FD-394.1	thin blue thin yellow	2-20-74
FD-394a	- Last Page of Form FD-394 (Monthly Gambling Accomplishments)	FD-394a.1	thin blue thin yellow	9-25-67
FD-395	- Interrogation; Advice of Rights (available in Chinese and Spanish)		white bond	10-10-67

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-396	- Envelope for Submission of "The Investigator" Items	manila	10-9-67
[FD-398	- Verification of Information Concerning Bombing Suspects	blue bond	[11-20-74]
FD-399	- FBI Publications Requisition	white bond	10-11-73

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FD-402	- Quarterly Report of Outgoing FTS Telephone Calls	white bond	12-10-70
FD-404	- Your Rights at a Lineup (available in Spanish)	white bond	8-21-68
FD-405	- Extremist Informants Statistical Report	FD-405.1 thin white (WH) thin yellow	3-8-74
FD-405a	- Areas of Informant Development	FD-405a.1 thin white thin yellow	10-5-73
FD-405b	- Informants Accomplishments	FD-405b.1 thin white thin yellow	10-5-73
[FD-406	- Authority to Release Information	white bond	[10-21-74]
FD-407	- Recommendation for Transfer of Special Agent to Resident Agency	FD-407.1 thin white (WH) thin yellow	9-24-71
FD-408	- Application for Reimbursement of Real Estate Expenses	white bond	8-27-69
FD-409	- BUAP - Status Inquiry	white bond	7-20-72
FD-410	- Motor Vehicle Recoveries	thin white	8-18-70
FD-411	- Notification of Location of Delinquent Registrants	FD-411.1 thin white (WH) thin yellow	3-1-73
FD-412	- Cover Sheet for Dissemination of Major Case Memorandum	FD-412.1 thin white (WH) thin yellow	4-11-69
FD-413	- Cover Letter for Chinese Alien Interviews	FD-413.1 thin white (WH) thin yellow	11-22-71
FD-414	- NCIC Entry Form - Stolen Vehicle and License Plate	pink bond	8-25-69
FD-415	- NCIC Entry Form - Stolen Securities	green bond	8-25-69
FD-416	- NCIC Entry Form - Stolen Article and Gun	blue bond	8-25-69
FD-417	- Dissemination Routing Slip	offset paper	9-12-69
FD-418	- Evaluation of Gun Battles	white bond	7-12-74
FD-419	- Transmittal Label for Training Film	white card stock	7-11-72

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-420	- Attendance Register	white card stock	8-13-71
FD-421	- Secure Teletype Log	white bond	8-4-71
FD-422	- Secure Teletype Log Recap	white bond	8-4-71
FD-423	- Inventory of Cryptomaterial.	white bond	12-30-69
FD-424	- Recommendation for Special Agent as Relief Supervisor	FD-424.1 thin white (WH) thin yellow	1-7-70
FD-425	- Pending Prosecutions Monthly Report	FD-425.1 thin white (WH) thin yellow	2-21-74
FD-426	- Visitors' Log	white bond	3-19-70
FD-427	- Intraoffice Memorandum to RUC Case	thin white (WH)	4-7-70
FD-428	- Letter re Status of Cryptosystems Personnel	FD-428.1 FD-428.2 white bond thin white thin yellow	10-29-74
FD-429	- Special Clerk Agreement	white bond	6-5-72
FD-430	- Airtel for Bank Robbery ADP Entry	FD-430.1 thin blue thin yellow	5-22-74
FD-431	- Letter re Authorization or Disposition of Personally Owned Side Arm	thin white (WH)	5-12-71
FD-432	- Photograph Album, Extremist or Arab	white bond	3-29-73
FD-432a	- Cover Letter for Form FD-432	thin white (WH)	3-29-73
FD-433	- Request for Leave Audit	thin white (WH)	9-29-72
FD-434	- Request for Cancellation of Savings and/or Checking Account Allotments	white bond	10-1-73
FD-435	- Military Service Restoration Interview	thin white (WH)	11-23-70
FD-436	- Airtel - Bombing Statistics	FD-436.1 thin blue thin yellow	8-4-72
FD-438	- Acknowledgment for Service Record Inquiries	white bond	1-20-71
FD-438a	- Bureau Copy, Field Tickler Copy, Yellow File Copy, of Form FD-438	FD-438a.1 thin white (WH) thin yellow	1-20-71
[FD-439	- Quarterly Statistical Report of Security Informants	FD-439.1 thin white thin yellow	[1-14-75]
FD-440	- "Type of Blood" Card	white card stock	4-28-71

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-441	- Return Receipt Card	white card stock	5-3-71
FD-442	- Physical Examination Authorization - Army	white bond	9-13-71
FD-443	- Physical Examination Authorization - Air Force	white bond	9-13-71
FD-444	- Physical Examination Authorization - Navy	white bond	9-13-71
FD-445	- Physical Examination Authorization - U. S. Public Health Service	white bond	10-17-73
FD-446	- Physical Examination Authorization - Veterans Administration	white bond	4-1-74
FD-447	- Routing Slip re Office of Preference Standing	offset paper	4-25-74
FD-448	- Facsimile Transmittal Record	white bond	10-16-73
FD-449	- SOBIR - INS Record Check	thin white (WH)	11-18-71
FD-450	- Computerized Telephone Number File (CTNF) Entry and Search Request	white bond	10-23-73
[FD-451	- Security Informants, Assets, and Sources Monthly Status Report	FD-451.1 thin white (WH) thin yellow	[1-14-75]
[FD-451a	- Security Informant and Asset Accomplishments	FD-451a.1 thin white thin yellow	[1-14-75]
[FD-451b	- Areas of Informant and Asset Development	FD-451b.1 thin white thin yellow	[1-14-75]
FD-452	- Index Card for Stolen Personalized Jewelry File (SPJF)	white card stock	1-24-72
FD-454	- Magnetic-Card Master	offset paper	4-13-72
FD-455	- Valuable Exhibits Log	white bond	4-20-72
FD-456	- Letter Initiating Investigations of National Academy Applicants	FD-456.1 thin white (WH) thin yellow	6-3-74
FD-458	- Metal Seals Charge-out Record - Valuable Exhibits	white bond	7-7-72
FD-459	- Copy Record	offset paper	2-22-73
FD-460	- Request for Advance of Funds	thin white (WH)	11-27-72
FD-461	- Summary of Prosecutive Action in Organized Crime Cases	offset paper	5-15-73
FD-462	- Maternity Benefits	white bond	4-23-73

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-463	- FM Radio Installation Data		white bond	6-27-73
FD-464	- Identification or Credential Card Request		white bond	3-12-74
FD-465	- Authority to Release Medical Information		white bond	8-29-73
FD-466	- Information Concerning Positions of Computer Programmer and Computer Systems Analyst		white bond	11-4-74
FD-467	- Airtel for Bank, Fraud and Embezzlement ADP Entry	FD-467.1	thin blue thin yellow	11-4-74
FD-468	- Recommendation for Director's Letter	FD-468.1	thin white (WH) thin yellow	11-22-74
FD-469	- Educational Level Questionnaire		white bond	4-16-74
FD-470	- Airtel - White Collar Crime Statistics	FD-470.1	thin blue thin yellow	10-7-74
FD-471	- Airtel, Research Data - Arrest Study (Subject)	FD-471.1	thin blue thin yellow	9-5-74
FD-471a	- Airtel, Research Data - Arrest Study (Agent)	FD-471a.1	thin blue thin yellow	9-5-74
FD-472	- Telephone Device Consent		white bond	9-25-74
FD-473	- Body Recorder/Transmitter Consent		white bond	9-25-74
FD-474	- Manuals Up-to-date Certification		white card stock	10-30-74
FD-475	- Physical Examination - Weigh-In Card		white card stock	12-12-74
FD-476	- Transmittal for Magnetic-Card Typewriter Correction		pink bond	12-16-74
[FD-477	-[Career Development Summary		white bond	3-20-75
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R-84	- Final Disposition Report	white bond	6-29-71
R-88	- Death Notice	white bond	5-9-72
W-4	- Employee's Withholding Exemption Certificate	white bond	Dec. 1971
GSA 532B	- Visible Pocket Insert	white bond	January, 1951

KEY: GSA - General Services Administration

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1-9	Collection Card Card Index Section
1-11	Identification Division Daily Report (block removed per memo 7/12/72) Recording Section
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3-12a	Card Containing Personnel Information (pink) Front Office, Movement Unit
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3-26	Special Agent Conditional Letter Personnel Section, Personnel Services Unit, Personnel Actions Subdivision
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- 3-31 Housing Information Card
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- 3-34 Transfer Letter for Bureau Employees (New Agent)
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- 3-34a SAC Tickler Copy of Form 3-34 (New Agent) (with
special instructions to the SAC)
Front Office, Movement Unit

- 3-34b Domestic Transfer Agreement (enclosure to Form 3-34)
(bond only)
Front Office, Movement Unit

- 3-34c M&T Blocked Yellow (no other file copy - per Dove
7/19/73) and FBIHQ Tickler Copy of Form 3-34 (New Agent)
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- 3-34d SAC Tickler (with special instructions to the SAC),
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- 3-40 Inventory Property Card for Agents
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- 3-110 Work Sheet (preinserted carbon form)
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- 3-117 Analysis of Separation - Field Office and FBIHQ
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- 3-159a SAC Tickler Copy of Form 3-159 (with special instructions to the SAC)
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- 3-159b M&T Blocked Yellow of Form 3-159 (also used for FBIHQ Tickler - per Miss Tibbetts, 5/28/69) (indicating special instructions to the SAC and certain enclosures)
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- 3-303 Additional Information and Instructions
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- 3-313 Automobile Sign-in and Sign-out Record (formerly 2-99)
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- 3-323 Position Classification Audit Work Sheet
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- 3-339 Confidential Material Receipt
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- 3-446 Letter Transferring Official Personnel Folder and Record of Leave Data to Other Government Agencies (M&T blocked yellow available - per memo 11/22/71)
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- 3-449 Control and Inventory Guide for Laminated Identification Cards
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- 3-450 Requisition Record on Printing Request
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3-470 Work Sheet - Personnel Tabulation by Divisions
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3-473 Letter Ordering Bureau Applicant Investigations
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3-473a M&T Blocked Yellow of Form 3-473
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3-479 Odd-Hour Shifts - Inspectors' Work Sheet
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- 3-506 Reply to Applicant - No Encouragement; Applications Exceed Appointments which are made on a Highly Competitive Basis (thin white and M&T blocked thin yellow available) Personnel Section, Applicant and Placement Unit
- 3-508 Reply to Applicant - Appointment not Possible at this Time; Qualifications on File for Future Reference (no action category - per Lois Carter 10/5/72) (thin white and M&T blocked thin yellow available) Personnel Section, Applicant and Placement Unit
- 3-509 Reply to Applicant - Appointment not Possible at this Time; Qualifications Listed for Future Reference (thin white and M&T blocked thin yellow available) Personnel Section, Applicant and Placement Unit
- 3-512 Purchase Order (white, numbered consecutively, and used exclusively at the FBIHQ) (formerly green, consecutively numbered copy of FD-284) Procurement and Administrative Services Section
- 3-514 Outside Employment Index Card Personnel Section, Veterans' Counseling and Clerical Promotion Unit
- 3-518 Warning Notice Against Mutilation of Filed Compensation Act Forms Personnel Section, Personnel Services Unit, Special Agent Physical Examination Subdivision

- 3-521 Evaluation Summary - Nonsupervisory
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- 3-523 Acknowledgment to Employee Credit Inquiry
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- 3-524 Office of Preference
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- 3-526 Reply Advising Inquiry Concerning Service Record
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- 3-527 Notification of Acceptance of Appointment and
Request for Temporary Housing Accommodations
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- 3-528 Daily Clerk-Agent Ratio (handed in weekly to
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- 3-532 ROUTING SLIP
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(M&T blocked yellow and thin white available)
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- 3-533a Letter Transmitting Completed Credential Card
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- 3-559 Dissemination Letter - Sketches and Photographs for Inclusion in National Bsnk Robbery Album (thin white and M&T blocked yellow available - confirmed 9/6/68) Exhibits Section
- 3-561 Airtel Transmitting Artist's Conceptions (thin green - original; M&T blocked and unblocked yellow (latter confirmed 9/6/68) available) Exhibits Section

- 3-563 Notice Concerning Blood Donor Program
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- 3-576 Kardex Reference re Vocation Records of Employees
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- 3-577 Request for Certain Information from Field Offices
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- 3-578 Airtel to Field re SOG Employee Desiring Transfer to Field (thin green - original and tickler; M&T blocked yellow available)
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- 3-579 Letter to Field re SOG Action Taken re Clerical Employee's Request for Transfer (thin white and M&T blocked yellow available)
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- 3-580 Additional Preliminary Information on Clerical Employee re Transfer, Reassignment, Trial Assignment, or Promotion (thin white and M&T blocked yellow available)
Personnel Section, Applicant and Placement Unit
- 3-581 Additional Instructions to Appointee (FBIHQ) (enclosure to Form 3-596) (thin white and unblocked thin yellow available)
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- 3-587 Additional Instructions to Appointee (Field) (enclosure to Forms 3-159 and 3-310) (thin white and unblocked thin yellow available)
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- 3-588b Enclosure to Form 3-588 - General Information for Survivors (4 pages - copies not to be assembled or stapled for Division III - per Ruth Wood) (bond)
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- 3-589 Letter to Field re Employee Illness, Maternity Leave, Sick Leave Records, etc. (bond)
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- 3-608 Routing Slip Distributing IBM Programmer Aptitude Test
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4-12 FBI Record of Incoming Packages and Registered Mail
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4-13 Production Record
 Records Section, Recording Unit

4-14 Inquiry Slip to Consolidation Unit
 Records Section, Classifying
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 Records Section, Classifying Unit

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4-18 Work Report
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 Records Section, Filing Unit

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4-104	Placing or Canceling of Stops on Stop Desk Records Section, Routing
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- 4-176 Personnel File Cover Sheet
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- 4-180 Special Delivery Receipt Record
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- 4-182 Microfilm Label (pink)
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- 4-188 IWO File Summary
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4-228 Abstract Production Record
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4-233 Accuracy Record
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4-247 Daily Incoming Mail Count
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4-248 Special Time Record
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4-248a Errors Record
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4-257 Label - "File or Enclosure is Maintained
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4-341 Memorandum Requesting Review of Bulky Exhibits
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4-370 Work and Attendance Analysis
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4-397 Individual Extension Service Record
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4-509 "Return Receipt" Tickler (for return of Form 4-37),
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4-516 Charge-Out for Temporary Badge (3x5 card)
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4-589 Locate Work Sheet
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4-626	Daily Outgoing Mail Count Records Section, Name Searching Unit
4-627	Daily Incoming Special Requests Records Section, Name Searching Unit
4-628	Label - "Mail Arranged for Filing" Records Section, Personnel Records
4-629	Production and Routing Tag Records Section, Classifying Unit
4-633	Request for Information Records Section, Personnel Records

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4-640 Mail Checker Record
 Records Section, Mail Room

4-642 Receipt for Courier Service
 Records Section, Messenger Unit

4-646 Individual Work Performance Report
 Records Section, Personnel Records

4-648 Memorandum of Assistant Director re Employees
 Entering on Duty in Division
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 Front Office

4-649 Classification-case Control Record
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4-650 Memorandum to Determine Continued Maintenance of
 File in Special File Room
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4-651 Expedite Processing Removal Record
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4-655 Notice to "Look-up Desk"
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4-656 Examining Unit Return
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4-657 Delinquency Report
 Records Section, Teletype Unit

4-660 Preinserted Carbon Abstract (in triplicate)
Records Section, Routing Unit

4-661 File Repair Record
Records Section, Correlation Unit
Filing Unit

4-662 Copy Destruction Error Record
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4-663 LEGAT Message Cover Sheet
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4-664 Rough Draft for Preparation of Daily Report
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4-667 Secure Teletype Traffic Log
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4-668 Traffic Report
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4-669 Corrections for Typist
Records Section, Correlation Unit

4-670 Equipment Trouble Report
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4-672 File Request
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4-673 Checkoff List - Outgoing Multiple Address Transmissions
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4-674 Serial Removal Charge Out - National Security
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4-675 Permanent Charge Out for Files Microfilmed
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- 4-676 Personnel File Transfer (pink)
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- 4-680a DAG (Deputy Attorney General) Tickler of Form 4-680
(formerly 11-1a) (thin white with heading)
Freedom of Information Act Section
- 4-680b Yellow File Copies (2) and FBIHQ Tickler of Form 4-680
(formerly 11-1b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section
- 4-681 Delay Letter - to Consult Another Agency (formerly 11-2)
(bond)
Freedom of Information Act Section
- 4-681a DAG (Deputy Attorney General) Tickler of Form 4-681
(formerly 11-2a) (thin white with heading)
Freedom of Information Act Section
- 4-681b Yellow File Copies (2) and FBIHQ Tickler of Form 4-681
(formerly 11-2b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section
- 4-682 Delay Letter - Due to Increased Volume of Inquiries
(formerly 11-3) (bond)
Freedom of Information Act Section
- 4-682a DAG (Deputy Attorney General) Tickler of Form 4-682
(formerly 11-3a) (thin white with heading)
Freedom of Information Act Section
- 4-682b Yellow File Copies (2) and FBIHQ Tickler of Form 4-682
(formerly 11-3b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section

- 4-683 Delay Letter - to Search, Collect, and Examine
Voluminous Records (formerly 11-4) (bond)
Freedom of Information Act Section
- 4-683a DAG (Deputy Attorney General) Tickler of Form 4-683
(formerly 11-4a) (thin white with heading)
Freedom of Information Act Section
- 4-683b Yellow File Copies (2) and FBIHQ Tickler of Form 4-683
(formerly 11-4b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section
- 4-684 Delay Letter - to Search for and Collect Requested
Records from Field Facilities and Other Establishments
(formerly 11-5) (bond)
Freedom of Information Act Section
- 4-684a DAG (Deputy Attorney General) Tickler of Form 4-684
(formerly 11-5a) (thin white with heading)
Freedom of Information Act Section
- 4-684b Yellow File Copies (2) and FBIHQ Tickler of Form 4-684
(formerly 11-5b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section
- 4-685 Nonidentifiable Acknowledgment to Correspondent
(formerly 11-6) (bond)
Freedom of Information Act Section
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- 5-9 ROUTING SLIP
- 5-9a ROUTING SLIP
- 5-10 ROUTING SLIP
- 5-15 ROUTING SLIP
- 5-18 ROUTING SLIP
- 5-31 Letter to the Commissioner, RCMP, Requesting
Investigation in Canada
(thin white letterhead available)
CI-3, CI-4
- 5-32 Publications Subscriptions Record
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- 5-34 Letter to Field re Foreign Police Cooperation
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5-46 Russian Official Index Card
CI-1

5-59 Work Status Report
CI-2

5-59b Work Status Report
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5-63 Report Register
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5-80 Monthly Statistical Tabulation
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5-81 Monthly Recapitulation
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5-86 Soviet Diplomatic Couriers Arrival - Departure Record
CI-1

5-86a Follow-up Sheet for Soviet Diplomatic Couriers
Arrival - Departure Record
CI-1

5-87 ROUTING SLIP

5-88 Stop Notice
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5-90 Mail Count Analysis
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IS-1, IS-2, IS-3

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5-113	Informative Note (4x5½) CI-1, CI-2, CI-3, CI-4 IS-1, IS-2, IS-3
5-113a	Informative Note (5½x8) CI-1, CI-2, CI-3, CI-4 IS-1, IS-2, IS-3
5-118	Index Card - Bureau Informant 200 Program CI-1
5-122	Reevaluation of Cases Concerning Soviet-bloc and Yugoslav Officials in U. S. CI-1
5-123	Periodic Record - Foreign Police Cooperation Matters (thin white available) CI-3, CI-4
5-128	Xerox Requisition CI-1, CI-2, CI-3, CI-4 IS-1, IS-2, IS-3 WFO
5-137	Routing Slip to Defense Intelligence Agency (DIA) CI-1, CI-2, CI-3 IS-1, IS-2
5-138	Routing Slip to Director, EUR/SES, Department of State CI-1, CI-2 IS-2
5-140	Receipt for Mail Delivered by Intelligence Division CI-4

- 5-141 Routing Slip for Distribution of Information
Disseminated to White House
CI-1, CI-2, CI-3, CI-4
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- 5-143 ROUTING SLIP
- 5-148 Supply Requisition
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
- 5-151 Letter to Department of State and Assistant Attorney
General (AAG) re Present or Planned Travel by Security
Subjects Outside the United States
(thin white with heading, thin white without heading,
and M&T blocked yellow available)
IS-1, IS-2
- 5-153 Authorization for Designation of, and Payments to,
Certain Informants
(thin white available)
CI-3
IS-1, IS-2
- 5-153a M&T Blocked Yellow of Form 5-153 (with Attention: line)
CI-3
IS-1, IS-2
- 5-160 Internal Receipt for NATO Documents Classified "SECRET"
CI-4
- 5-161 Reply to USAINTC (United States Army Intelligence
Command), Department of the Army, re Security Subjects
~~(no thin copy for Army - Horner for 5-154, Norie and
Floyd for 5-161)~~
CI-2
IS-2
- 5-161a Thin White (without heading) (with special instructions
to the SAC); M&T Blocked Yellow of Form 5-161 (see
File 66-3482-7281 - memo 2/10/72)
IS-2
- 5-162 Data re Soviet-bloc Subjects (for New York Office)
(white bond with red ink)
CI-1, CI-2

5-162a Data re Soviet-bloc Subjects (for Washington Field Office)
(white bond with red ink)
CI-1, CI-2

5-162b Data re Soviet-bloc Subjects (for San Francisco Office)
(white bond with red ink)
CI-1, CI-2

5-162c Data re Soviet-bloc Subjects (for Chicago Office)
(white bond with red ink)
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5-163 Transmittal Communication to LEGAT Offices re
Information for Extremist Photograph Album
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5-164 Special Records Form
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5-165 Routing Slip to Director, Office of Investigations
and Security (Commerce)
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- LEG-2 Office Advance and Expenses (formerly 5-43) (white bond)
CI-4
- LEG-2a Expense Account (totals sheet used in connection with
LEG-2; formerly 5-51a and 5-43a) (white bond)
CI-4
- LEG-5 Transmittal Letter to Bureau Enclosing Material for
Translation (formerly 5-119) (original on thin white;
unblocked thin yellow available)
CI-4
- LEG-6 Routing Slip for Routine Correspondence with Outside
Agencies (formerly 5-135) (white bond)
CI-4
- LEG-7 Letter to Bureau Indicating Dissemination of Security
Information to Foreign Agencies (formerly 5-142)
(original on thin white; unblocked thin yellow
available)
CI-4
- LEG-8 Report on Funds Spent Abroad (formerly 3-549)
(white bond)
- LEG-9 Name-Check Request (thin white only)
CI-4

(Filed in 66-3482-7584 - Bulet
to LEGATS 4/24/74)

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4/1/74

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- 6-17 ROUTING SLIP
- 6-33 Transmittal of Reports - Dependents Assistance Act of 1950 (SDAA) Cases to Finance Center, U. S. Army, (Division indicated), Indianapolis, Indiana Accounting and Fraud Section
- 6-53 ROUTING SLIP
- 6-78 Letter Disseminating Data Indicating Membership in the International Workers Order (IWO) (formerly 6-78, 5-97) (thin white with heading and unblocked yellow available)
Name Check Section
- ~~6-84 Record of Accounting Reports
Accounting Control Desk, Accounting Unit,
Accounting and Fraud Section~~ *Revised 5/5/75*
- 6-85 Special Agent (Accountant) Card
Accounting Control Desk, Accounting Unit,
Accounting and Fraud Section
- 6-86 Follow-up Letter re Accounting Correspondence Course
Accounting Unit, Accounting and Fraud Section
- 6-88 Tally Sheet - Accounting Correspondence Course
Accounting Unit, Accounting and Fraud Section
- 6-92 Serial Removal Request (formerly 6-92, 5-96)
Name Section Section
- 6-95 Letter of Transmittal to AAG (Assistant Attorney General) Concerning Copies of Newspaper Clippings re Civil Rights Matters
Civil Rights Section
- 6-96 Letter Requesting Information from Field Concerning ITSMV Cases (Auto Theft Ring Cases)
General Crimes Unit, Criminal Section

- ~~6-97~~ ~~Questionnaire for Special Agent Accountants~~ *Section 11/11/75*
~~Accounting Unit, Accounting and Fraud Section~~
- 6-107 Reference Record for Comparison of Accomplishment
Figures for Current and Previous Fiscal Years
Criminal Section
- 6-109 Front Sheet for Field Office Folders
Criminal Section
- 6-110 ROUTING SLIP
- 6-113 ROUTING SLIP
- 6-122 Airtel to Field Ordering Investigations upon Request
from Civil Rights Division of Department
(thin green for original; M&T blocked yellow available -
per J. G. Kelly 6/28/73 - changed from "blocked yellow"
per Martindale and Deily 5/25/71)
Civil Rights Section
- 6-123 Acknowledgment Letter Concerning Civil Rights
Violations (bond only)
Civil Rights Unit, Civil Rights Section
- 6-124 ADP (Automatic Data Processing) Input Record for
Aircraft Crimes
Special Crimes Unit, Criminal Section
- 6-126 Routing Slip to Federal Aviation Administration
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- 7-1 Report of FBI Laboratory (bond, thin white and
M&T blocked yellow - per memo 6/12/73 (blocked yellow
previously by memo 9/9/71)
- 7-1a Report of FBI Laboratory (to Law Enforcement Agencies)
(bond, thin white, and M&T blocked yellow available)
- 7-1b Report of FBI Laboratory (to Field Office) (thin white
only and unblocked yellow available - per memo 9/9/71)
- 7-2 Laboratory Work Sheet (green (includes use for Check
Cases) and white)
- 7-2a Laboratory Master Work Sheet (pink (includes use for
Check Cases))
- 7-2b Master Work Sheet (pink) - for exclusive use of Physics-
Chemistry Section
- 7-4 Report of Negative Search through National Fraudulent
Check File (NFCF) and Results of Fingerprint Card
Comparisons (for Field Offices) (bond, thin white and
M&T blocked yellow available)
- 7-4a Report of Negative Search through National Fraudulent
Check File (NFCF) and Results of Fingerprint Card
Comparisons (for Law Enforcement Agencies) (bond, thin
white, and M&T blocked yellow available)
- 7-4b Page 2, for Forms 7-4 and 7-4a (bond, thin white and
unblocked yellow available)
- 7-5 Document Section Routing Slip
- 7-6 Document Section Fraudulent Check File Search
- 7-9 ROUTING SLIP
- 7-10 ROUTING SLIP (Red Head)

7-11 Travel Sheet

7-13 ROUTING SLIP

7-14 ROUTING SLIP

7-15 Package (Evidence) Receipt Tickler

7-16 Evidence Receipt

7-17 Blood Grouping Sheet
Physics-Chemistry Section, Serology Unit

7-17a Continuation Sheet for Form 7-17
Physics-Chemistry Section, Serology Unit

7-19 ROUTING SLIP

7-20 ROUTING SLIP

7-21 Commitment Card

7-22 Weekly Report of Clerical Work on Hand

7-23 ROUTING SLIP

7-24 Evidence Transmittal after Examination (bond, thin
white and M&T blocked yellow available)

7-28 Detail Analysis at Work Performed
Front Office
Cryptanalysis-Gambling-Translation Section

7-29 Weekly Case Delinquency Report
Cryptanalysis-Gambling-Translation Section

7-30 Petrographic File Card
Physics-Chemistry Section

7-32 Acknowledgment of Evidence to Federal Agencies
(bond only)

7-32a Acknowledgment of Evidence to Non-Federal Agencies
(bond only)

7-37 Laboratory File Charge-out Card

- 7-39 Acknowledgment to Non-Federal Agencies to Clarify Questions of any Prior Examination, and Requesting Data, with Attachment Concerning Availability of FBI Laboratory Facilities (bond only)
- 7-40 Acknowledgment Letter to Non-Federal Agencies for Evidence Submitted for Examination, including Attachment Concerning Availability of FBI Laboratory (bond only)
- 7-40a Acknowledgment Letter to Federal Agencies for Evidence Submitted for Examination (bond only)
- 7-41 Letter to Field Enclosing Foreign Language Material (bond, thin white and M&T blocked yellow available)
- 7-43 Memorandum Requesting Laboratory Files to be Retained in Records Section (unblocked original)
- 7-44 Translation Form Letter (bond, thin white and M&T blocked yellow available)
- 7-46 Memorandum Transmitting Source 3 Material to the National Security Agency (unblocked original)
- 7-48 File Charge-out (Delinquency Report) Laboratory Files Unit
- 7-49 Message Log

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7-51	Message Decipherment Form
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7-62	Petroleum Products Analysis Sheet
7-63	Petrographic Supplemental Work Sheet
7-66	Technical Equipment Form (thin white and M&T blocked yellow available)
7-68	Letter to SAC Returning Specimens (thin white and M&T blocked yellow available)
7-69	Checkwriter Specimen Form
7-72	Report of FBI Laboratory (Remarks form) (thin white <u>only</u> and M&T blocked yellow available)
7-75	Machine Room Log Cryptanalysis-Gambling-Translation Section
7-76	Stenographer's and Typist's Daily Report Document Section, Laboratory
7-77	Technical Experience (Performance Ratings) Engineering Unit, Radio Engineering Section
7-78	Rifling Specifications Record Physics-Chemistry Section
7-79	Letter Requesting Technical Information and Specifications (bond, thin white with heading, and M&T blocked thin yellow available) All Sections

- 7-80 EDP Open Code Examination
Cryptanalysis-Gambling-Translation Section
- 7-81 EDP Work Log
Cryptanalysis-Gambling-Translation Section
- 7-82 EDP System Time Log
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- 7-83 Key Punch Operator's Log
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- 7-87 Work Assignments
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- 7-89 Bureau Authorization for Training in Cipher Machine
Operation (thin white, M&T blocked yellow, and unblocked
yellow available)
Cryptanalysis-Gambling-Translation Section
- 7-93 Dictation Slip
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- 7-95 Laboratory Check Report re Inquiries in Local Law
Enforcement Agency Bulletins (bond, thin white
letterhead, and M&T blocked yellow with heading
available)
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- 7-96 Trouble Shooting Analysis
Cryptanalysis-Gambling-Translation Section
- 7-97 Work Request Record
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- 7-98 Automatic Assembly Program Sheet
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Wrapping of Package
Cryptanalysis-Gambling-Translation Section
- 7-104 Return Receipt - Caution Address Label on Inner
Wrapping of Package
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- 7-105 Description - Ammunition Specimen for Standard
Ammunition File
Physics-Chemistry Section
- 7-107 Record for Specimen Added to Reference Firearms
Collection
Physics-Chemistry Section
- 7-110 Letter to Evidence Contributor to Determine Priority
of Laboratory Examination (thin white and M&T blocked
yellow available)
Physics-Chemistry Section
- 7-113 Acknowledgment to Inquiry Concerning Testimony of
Laboratory Personnel (bond, thin white letterhead, thin
white without heading, and M&T blocked yellow available)
Physics-Chemistry Section
- 7-114 Blood Examination
Physics-Chemistry Section, Serology Unit
- 7-115 Semen Examination
Physics-Chemistry Section, Serology Unit

- 7-116 Transmittal Letter for Return of Documents to
Department of Housing and Urban Development
(thin white and M&T blocked yellow available -
per Mortimer 8/1/71)
Document Section
- 7-117 Classification Card - Bank Night Depository
Trap Device Reference File
Physics-Chemistry Section, Hair and Fibers Unit
- 7-117a Descriptive Index Card - for Suspect and
Area of Operation
Physics-Chemistry Section, Hair and Fibers Unit
- 7-118 Report of Examinations of Stolen and Forged Benefit
Checks (available in thin white and M&T blocked yellow)
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bond, thin white, and unblocked thin yellow)
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yellow available)
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- 7-123 Rh Factor Data
Chemistry Branch, Serology Unit
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Examination Results (white bond only)
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Unit
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7-126

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Commitment Report
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4/1/75

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- 8-5a Transmittal Communication to Bureau of Alcohol,
 Tobacco, and Firearms (formerly 4-112a)
 Correspondence Unit, Correspondence and Tours Section
- 8-5b Transmittal Communication to Division of Public
 Inquiries, Social Security Administration
 (formerly 4-112b)
 Correspondence Unit, Correspondence and Tours Section
- 8-5c Transmittal Communication to Surgeon General, Public
 Health Service, Department of Health, Education, and
 Welfare (formerly 4-112c)
 Correspondence Unit, Correspondence and Tours Section
- 8-5e Transmittal Communication to Internal Revenue Service
 (formerly 4-112e)
 Correspondence Unit, Correspondence and Tours Section
- 8-5h Transmittal Communication to U. S. Postal Service
 (formerly 4-112h)
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- 8-5i Transmittal Communication to United States Secret
 Service (formerly 4-112i)
 Correspondence Unit, Correspondence and Tours Section
- 8-6 Letter Advising Facts do not Pertain to any Matter
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 (formerly 4-424)
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- 8-7 3x5 Enclosing Material of Interest and Referring Communication (formerly 4-436)
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- 8-9 Letter Advising Communication Referred to Bureau of Alcohol, Tobacco, and Firearms (formerly 4-326a)
Correspondence Unit, Correspondence and Tours Section
- 8-9a Letter Advising Communication Referred to Division of Public Inquiries, Social Security Administration (formerly 4-326b)
Correspondence Unit, Correspondence and Tours Section
- 8-9b Letter Advising Communication Referred to Surgeon General, Public Health Service, Department of Health, Education, and Welfare (formerly 4-326c)
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Correspondence Unit, Correspondence and Tours Section
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- 8-15 Tour Appointment Record (formerly 4-221)
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- 8-15a Tour Recapitulation Sheet
Tour Room, Correspondence and Tours Section
- 8-16 Tour Data Record (formerly 4-222)
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- 8-23 Appointment for Tour (white card) (formerly 4-281)
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- 8-25 Christmas Card Record Showing Number of Cards for
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(3x4 13/16 inches - per instructions of Miss Gandy)
available in white for Director's personal cards;
available in yellow and pink for use in Correspondence
and Tours Section, External Affairs Division;
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Director's Office; Correspondence Unit, Correspondence
and Tours Section
- 8-30a Letter to Associate Editor from Editor of "The
Investigator" Requesting Article re Anniversary of
Employee
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- 8-36 Letter Advising Matter not within FBI's Jurisdiction
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Correspondence Unit, Correspondence and Tours Section

- 8-37 Letter Advising Bureau Unable to Furnish Birth
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(formerly 4-557)
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- 8-47 Charge Out for Telephone Directories (formerly 4-601
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for Transmittal to Local Radio and Television Stations
(thin white available)
Press Services Office, Fugitive Publicity Unit
- 8-113 Airtel to SAC Sending Proposed Press Release for
a "Top Ten" Replacement (thin green for original;
M&T blocked yellow - page 1 only)
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- 8-114 Letter to Field Requesting Background Data Concerning
Matters of Interest to the Bureau Relative to
Sex Offenders, Parole and Probation Violators
(thin white and blocked yellow available)
Press Services Office, Fugitive Publicity Unit
- 8-116 Form Mail Record (various colors for each year)
pink 1960 pink 1966 pink 1972
white 1961 yellow 1967 yellow 1973
green 1962 green 1968 blue 1974
yellow 1963 pink 1969 white 1975
blue 1964 white 1970
white 1965 blue 1971
(destroyed after 3 years - per Mr. Engelmeier, now
replaced by Mr. Tykal)
Correspondence Unit, Correspondence and Tours Section
- 8-119 Letter to Field Requesting Interesting Cases (I.C.)
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- 8-123 Supply Inventory
Correspondence Unit, Correspondence and Tours Section
- 8-126 Tour Letter - Advising Tour Arranged (thin white
available)
Correspondence Unit, Correspondence and Tours Section

8-127 Tour Letter - Advising Group Being Divided
(thin white available)
Correspondence Unit, Correspondence and Tours Section

8-128a 3¼ x 5½ Return Postal Card (see history)
Correspondence Unit, Correspondence and Tours Section

8-133 Airtel to Handle Certain Correspondence (thin green
for original and M&T blocked yellow available)
Correspondence Unit, Correspondence and Tours Section

8-134 Work Sheet - Submissions to "The Investigator"
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8-136 Special Agent Tour Leaders Index Card
Tour Unit, Correspondence and Tours Section

8-136a Clerical Tour Leaders Index Card
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Crime Reports Bulletin
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Tour Unit, Correspondence and Tours Section

8-147 Special-Tour Schedule
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8-158 Tour Control Assignments
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8-159 Media Contact Card
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Mail Room (green)
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Tours Section

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blocked yellow available)
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- 9-4 ROUTING SLIP
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Deserter Desk, Fugitive Section
- 9-7 Letter to Civil Service Commission Transmitting
Results of SGE and LEUN Investigations (formerly 6-5)
(thin white with letterhead available)
ESSIS*
- 9-7a M&T Blocked Yellow of Form 9-7
ESSIS*
- 9-8 Letter Ordering Field Investigation (per Manual)
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M&T blocked yellow available - see history)
ESSIS*
- 9-10 Memorandum for Identification Division (re apprehension
of Subject) (formerly 6-11)
General Fugitive and Deserter Fugitive Units
Fugitive Section
- 9-11 Fugitive Memorandum for Armed Forces (formerly 6-11b)
Fugitive Section
- 9-12 Lead Card - Applicant (white) (formerly additional
colors of pink, yellow, and green) (formerly 6-12)
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ESSIS*

* Employees Security and Special Inquiry Section

- 9-13 ROUTING SLIP
- 9-14 Letter Ordering Investigation (Loyalty Cases)
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- 9-14a M&T Blocked Yellow of Form 9-14 (formerly 6-15a)
 ESSIS*
- 9-15 AEA-A Closing Letter (formerly 6-16)
 ESSIS*
- 9-16 Letter Requesting Necessary Investigation for
 Apprehension of Subject (requested by U. S. Board
 of Parole) (formerly 6-19) (thin white only)
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- 9-17 Request for Deserter Fugitive Investigation
 (formerly 6-21) (preinserted carbon form)
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- 9-19 Letter Transmitting Reports to the Director,
 Security and Administrative Services Staff of
 the Department (formerly 6-23)
 (original on thin white with heading (8x7);
 M&T blocked yellow available (8x10 $\frac{1}{2}$) - Shubatt)
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- 9-22 Rough Draft of Communication Concerning Fugitive
 (formerly 6-27)
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- 9-25 Letter to SACs Enclosing Photograph (formerly 6-36)
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 unblocked bond; thin white available)
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 Reilly)
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- 12-5 Certification for Attachment to Voucher (formerly 3-21)
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- 12-6 Breakdown of Charges (used to record emergency
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- 12-6a Breakdown of Xerox Charges (formerly 3-47a)
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- 12-7 Confidential Voucher Register (Office) (formerly 3-64)
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 (formerly 3-72) (unblocked yellow available)
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 Legal Attache Offices (formerly 3-98) (blocked yellow
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Purchase Orders (formerly 3-262) (thin white
available - no YELLOW - per Coxes and Dean 5/19/70)
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- 12-18 Travel Authority Card (formerly 3-284)
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- 12-19 Confidential Receipt (formerly 3-308) (white bond
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Data Processing Section, Voucher Unit
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- 12-23 Kidnaping, Extortion and Bank Robbery Statistics
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- 12-24 Weekly Divisional Count of Employees (formerly 4-337,
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- 12-25 Work Report (formerly 4-349, 3-393)
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- 12-26 General Ledger (formerly 4-378, 3-394)
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- 12-28 Federal Statistics Summary Sheet (formerly 4-382,
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*Automatic Data Processing Unit

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- 12-36 Notice of Adjustment of Leave Records
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- 12-37 Monthly Field Office Statistical Report
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- 12-38 Request for Automatic Data Processing (ADP) Tabulation
(formerly 4-610, 3-442)
Data Processing Section, ADPU*
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- 12-40 S. G. E. Forms Master Sheet (formerly 4-183, 3-444)
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- 12-44 Daily Report of Personnel as of 9:00 A.M.
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- 12-58 Home Leave Record (formerly 3-530).
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- 12-59 W-2 Comprehensive Listing (formerly 3-535)
Data Processing Section, ADPU*

* Automatic Data Processing Unit

- 12-60 Payroll Change Slip (formerly 3-542)
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- 12-61 Certification Listing (employees to be considered
for Within-Grade Increases) (formerly 3-543)
Data Processing Section, ADPU*
- 12-62 Master Inventory List (formerly 3-553)
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- 12-87 Tally Book, Return A and Supplementary Report of Offenses (formerly 4-456, 3-407, 8-92); (consolidated with Form 12-91) Uniform Crime Reporting Section
- 12-88 Register of Persons Charged (#131) (formerly 4-490, 3-411, 8-93) Uniform Crime Reporting Section
- 12-89 Register of Offenses Known (#130) (formerly 4-491, 3-412, 8-94) Uniform Crime Reporting Section
- 12-90 Age, Sex and Race of Persons Arrested - 18 years of age and over (formerly 4-492, 3-413, 8-95) Uniform Crime Reporting Section
- 12-90a Age, Sex and Race of Persons Arrested - under 18 years of age (formerly 8-95a) (pink bond) Uniform Crime Reporting Section
- 12-92 Instructions for Preparing Return B and Instructions for Preparing Return C (formerly 4-494, 3-415, 8-97) Uniform Crime Reporting Section
- 12-93 Tally Sheet - Age, Sex, and Race of Persons Arrested (18 years of age and over, and under 18 years of age) (formerly 4-495, 3-416, 8-98) Uniform Crime Reporting Section
- 12-93a Tally Book, Age, Sex, and Race of Persons Arrested (on monthly basis; 18 years of age and over) (formerly 8-98a) Uniform Crime Reporting Section

- 12-93b Tally Book, Age, Sex, and Race of Persons Arrested
(on monthly basis; under 18 years of age) (pink)
(formerly 8-98b)
Uniform Crime Reporting Section
- 12-94 Follow-up Letter for Outgoing Correspondence Relative
to Uniform Crime Reporting (formerly 4-506, 3-417,
8-99)
Uniform Crime Reporting Section
- 12-95 Return A, Monthly Return of Offenses Known
(blue - for use in counties;
green - for use in small cities;
pink - for use in large cities;
white, yellow, orange - for administrative purposes
(per Crone 1/10/74))
- 12-98 Trend Letter to Contributor Concerning Noticeable
Change in Crime Figures (formerly 3-459, 8-108)
Uniform Crime Reporting Section
- 12-99 Monthly Return A, B, C, Violation Record
(formerly 4-544, 3-423, 8-111)
(available in BLACK print and RED print)
Uniform Crime Reporting Section

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COMPUTER SYSTEMS DIVISION

VOLUME IV

- 12-100 Airtel re Preliminary Release of Uniform Crime Reports (formerly 8-124) (green) (M&T blocked yellow available) Uniform Crime Reporting Section
- 12-101 Supply Request - Uniform Crime Reporting Program (yellow bond) (formerly 8-137) Uniform Crime Reporting Section
- 12-102 General Purpose Form for Preparation of Quarterly Preliminary Releases and Annual Bulletin (2-part) (formerly 8-138) Uniform Crime Reporting Section
- 12-103 General Purpose Form - Uniform Crime Reporting Return A Supplement (formerly 8-139) Uniform Crime Reporting Section
- 12-104 Request for Current Population Data (Cities) (formerly 8-141) Uniform Crime Reporting Section
- 12-104a Request for Current Population Data (Counties) (formerly 8-141a) Uniform Crime Reporting Section
- 12-105 GS-5 Work Report (formerly 8-142) Uniform Crime Reporting Section
- 12-106 GS-2, GS-3, GS-4, Work Report (formerly 8-143) Uniform Crime Reporting Section
- 12-108 Law Enforcement Officers Killed or Assaulted (formerly 8-156 (yellow bond) Uniform Crime Reporting Section

- 12-108a Tally Sheet for Law Enforcement Officers Killed or Assaulted (green bond)
Uniform Crime Reporting Section
- 12-109 Weekly Delinquency Report
All Sections
- 12-110 Communication to Law Enforcement Agencies re
UCR Matters
Uniform Crime Reporting Section
- 12-111 Coding Sheet for Individual Computerized Criminal
History (1st segment) (formerly 8-153, 1-422)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)
- 12-112 Coding Sheet for Individual Computerized Criminal
History (2nd, 3rd, and 4th segments)
(formerly 8-154, 1-423)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)
- 12-113 Coding Sheet for Individual Computerized Criminal
History (supplemental segment)
(formerly 8-155, 1-424)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)
- 12-114 Coding Sheet for Computerized Criminal History
Modifications (formerly 8-157, 1-425)
(white bond with BLUE ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)
- 12-115 Disk Inventory Control (green ledger paper)
Data Processing Section, ADPU*
- 12-116 Communication to Law Enforcement Agencies re
NCIC Matters
National Crime Information Center (NCIC) Section
All Units

12-117 Programming Evaluation Sheet
Data Processing Section

12-118 UCR States Record Layout Work Sheet
Data Processing Section (Liefer)

12-119 "To Whom It May Concern" Statement re Leave Taken
Data Processing Section

12-120 Adjusted Leave Request
Data Processing Section, Payroll Preparation Unit

12-121 Scheduler Update Sheet
Data Processing Section

12-122 NCIC Letter to Participating Agencies
(request for correct FBI Number)
NCIC Section, Computerized Criminal History Unit

12-123 NCIC Letter to Participating Agencies (re death of
individual)
NCIC Section, Computerized Criminal History Unit

12-124 NCIC Letter to Participating Agencies
(re disposition received - unclear)
NCIC Section, Computerized Criminal History Unit

12-125 NCIC Letter to Participating Agencies
(request for action to expunge certain records)
NCIC Section, Computerized Criminal History Unit

12-126 NCIC Letter to Participating Agencies
(request to clarify unfamiliar or unclear records
for accurate coding)
NCIC Section, Computerized Criminal History Unit

12-127 NCIC Letter to Participating Agencies
(review effected; record up to date before dissemina-
tion of complete CCH record)
NCIC Section, Computerized Criminal History Unit

12-128 NCIC Letter to Participating Agencies
(re deletion of referenced arrest from subject's
record; expunge information indicated enclosed
source documents)
NCIC Section, Computerized Criminal History Unit

- 12-129 NCIC Letter to Participating Agencies
(update state records re death of certain individuals)
NCIC Section, Computerized Criminal History Unit
- 12-130 NCIC Letter to Participating Agencies
(re monitored messages deleting cycles from CCH;
forwarded to assist you in security aspect your system)
NCIC Section, Computerized Criminal History Unit
- 12-131 NCIC Letter to Participating Agencies
(re enclosed monitored MESSAGE (in contrast to
MESSAGES in Form 12-130) deleting cycles from CCH;
forwarded to assist you in security aspect your system)
NCIC Section, Computerized Criminal History Unit
- 12-132 NCIC Letter to Participating Agencies
(submit original and recent fingerprint card captioned
individual, or record will be removed from CCH File)
NCIC Section, Computerized Criminal History Unit
- 12-133 NCIC Letter to Participating Agencies
(re existence of original and recent fingerprint
cards of individuals indicating arrests, records will
be removed from CCH File)
NCIC Section, Computerized Criminal History Unit
- 12-134 NCIC Letter to Participating Agencies
(re subjects attaining age eighty; arrest records
removed from CCH File)
NCIC Section, Computerized Criminal History Unit
- 12-135 NLET Message Control Log
NCIC Section, NCIC Operations Unit

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0-1 Follow-up Letter to the Field Concerning Status of Case	3-15-74
0-2 Memorandum for Data Processing Section	2-14-73
0-4 Invoice of Contents (thin white)	11-19-64
0-4a Invoice of Contents (yellow copy of 0-4)	1-19-67
0-5 Personnel Report	2-11-66
0-6 Routing Slip to the Department (consolidated with 0-6a through 0-6d)	^{Printed 1/6*} [2-4-75] 10-29-74
0-7 Routing Slip to the Field (consolidated with 0-24 and 0-25)	12-17-73
0-9 Teletype Form (thin green)	2-14-74
0-11 Mechanical Section Requisition (Printing Unit)	4-10-74
0-11a Mechanical Section Requisition (Photo Unit) (yellow bond)	4-10-74
0-13 Personnel Information Card (blue)	10-10-74
0-14 Routing Slip from Bureau to Other Government Agencies	8-15-72
0-14a Routing Slip to: Director, Bureau of Personnel Investigations Civil Service Commission	8-15-72
0-14b Routing Slip to: Deputy Assistant Secretary for Security Department of State	8-15-72
[0-14d Routing Slip to: Director Naval Investigative Service	^{Printed 1/6*} [2-4-75] 8-15-72

[0-14e Routing Slip to:
 Director
 Central Intelligence Agency ^{ch} [4-15-75]
 Attention: Chief, Personnel Security Division -8-15-72

0-14f Routing Slip to:
 Director
 Central Intelligence Agency
 Attention: Deputy Director for Operations 3-28-73

0-14h Routing Slip to:
 Assistant Chief of Staff for Intelligence ^{ch} [4-15-75]
 Department of the Army -8-15-72

0-14i Routing Slip to:
 Director
 United States Secret Service
 Department of the Treasury 2-5-75

0-14j Routing Slip to:
 Administrator of Veterans Affairs
 Attention: Director, Investigation and
 Security Service 8-15-72

0-14k Routing Slip to:
 Director, Division of Safeguards and Security
 Energy Research and Development Administration 1-29-75

[0-14n Routing Slip to:
 Commander ^{ch} [4-13-75]
 Office of Special Investigations
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0-14p Routing Slip to:
 Chief
 Division of Investigation
 Office of Audit and Investigation
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0-14s Routing Slip to:
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0-14t	Routing Slip to: Director Bureau of Intelligence and Research Department of State	8-15-72
0-14u	Routing Slip to: Assistant Director (Security) U. S. Information Agency	8-15-72
0-14v	Routing Slip to: Assistant Commissioner Office of Investigations Bureau of Customs	8-15-72
0-14w	Routing Slip to: Director National Security Agency	8-15-72
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*Deleted
(Council 0-14E)
4/30/75
K*

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0-19 Newspaper Clipping Form	1-30-74
0-20 Newspaper Clipping Form (Washington Capitol News Service only) (white bond only)	8-5-74
0-26 Personnel Requisition for Clerical Employees	6-5-72
0-30 Drawer Check Record	No date
0-31 Delinquent Serials (charged out over five days)	12-19-66
0-32 Files Charged Out Over Five Days	12-31-58
0-33 Stenographers and Typists Daily Report	11-8-72
0-36 Equipment Receipt Card (3x5)	2-14-74
0-37 Geographical Housing Index Card (3x5)	2-20-74
0-38 Promotional Availability List Card	2-20-70
0-39 Special Request	2-13-64
0-40 Special Handling Tag (pink bond)	4-12-56
0-41 Abstract (yellow and pink)	8-15-56
0-42 Name Search and Record Check Request	4-1-73 11-30-73
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0-55	Instructions to Clerk (formerly 6-93)	2-14-74
0-57	Message Checkoff (formerly 2-110, 4-333)	10-2-64
0-59	Letter to Recommend Clerks for Tour Training	5-8-73
0-60	Vending-Machine Refund Request	3-13-63
0-63	Search Request of Special Indices	2-14-74
0-64	Memorandum Acknowledging Assignment of Employee to Division at FBIHQ (thin white with heading only - for original)	9-19-67
0-65	Request for Labor Service (blue bond)	2-14-74
0-66	Name Check Request to CIA	10-17-73
0-67	Register for Departure from Building on Official Business (Divisions I, III, IV)	2-12-71
0-68	Typewriter Repair Request (consolidation of Forms 1-252, 3-133) (Divisions I and III)	3-12-71
0-69	Progress Report for Bureau Employee	5-8-73
0-70	Letter of Transmittal to AAG (Assistant Attorney General)	3-28-72
0-72	Magnetic-Card Master (All Divisions)	6-5-72

0-73	Message Relay (Original on green bond (exception); blocked thin yellow available) Divisions V, VI, IX)	2-13-75
[0-73a	Abstract for Form 0-73 (Divisions V, VI, IX)	<i>and 111</i> [2-13-75] 7-20-73
0-74	Multiple Promotions Recommendation for Non-Agent (GS-2 to GS-3) Personnel (approved primarily for Divisions I and IV)	1-30-74
0-75	Reply to Department re Technical Coverage (thin white and blocked yellow available) (Divisions V and IX)	4-9-74 <i>Deleted 4/29/75</i>
0-76	Training Request, Government Employees Training Act (GETA) (thin white only) (Divisions II, III, V, VII, XII)	4-9-74